



# **NATRONA COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA**

Paul Bertoglio, Commissioner  
Forrest Chadwick, Commissioner  
Rob Hendry, Commissioner  
Matt Keating, Commissioner  
John H. Lawson, Commissioner

Tuesday, April 17, 2018 5:30 p.m.  
Natrona County Courthouse, 200 North Center, Casper, Wyoming  
2<sup>nd</sup> Floor, District Courtroom #1

- I. CALL MEETING TO ORDER**
- II. ROLL CALL**
- III. PLEDGE OF ALLEGIANCE**
- IV. APPROVAL OF CONSENT AGENDA**
- V. PUBLIC HEARINGS**
  - A. Resolution 10-18 Transfer of Funds-Commissioner-Projects & Grants, Development, Drug Court, Commissioner General Accounts, CDC, Legal
- VI. PUBLIC COMMENTS**
- VII. COMMISSIONER COMMENTS**
- VIII. ADJOURNMENT**



**NATRONA COUNTY  
BOARD OF COUNTY COMMISSIONERS**

Paul Bertoglio, Commissioner  
Forrest Chadwick, Commissioner  
Rob Hendry, Commissioner  
Matt Keating, Commissioner  
John H. Lawson, Commissioner

**CONSENT AGENDA**

Tuesday, April 17, 2018 5:30 p.m.  
Natrona County Courthouse, 200 North Center Street, Casper, Wyoming  
2<sup>nd</sup> Floor, District Courtroom #2

**I. APPROVAL OF APRIL 3, 2018 MEETING MINUTES**

**II. APPROVAL OF BILLS - \$1,657,893.38**

**III. CONTRACTS, AGREEMENTS, RESOLUTIONS**

A. Alcova Reservoir Non-Lakefront Cabin Site Lease – Erick J. Berdahl

B. Contract for Professional Services between the NC Sheriff & MAO Pharmacy, Inc., d/b/a Westwood Pharmacy

C. Community Action – FY2019 TANF CPI Grant Application (\$CAPNC \$55,000, Climb WY \$35,000, Big Brothers Big Sisters \$15,000)

**IV. STATEMENT OF EARNINGS TOTALING \$226,829.79**

County Clerk	\$100,116.00
Planning	\$17638.74
R&B	\$176.05
Lake	\$104,843.00
Mountain	\$4,056.00

**V. PETITION AND AFFIDAVIT FOR CANCELLATION OF TAXES**

**TOTALING \$6,458.18:** 2017 NATIONS FUND I LLC \$3,455.06, 2016 NATIONS FUND I LLC \$2,198.69, 2016 NATIONS FUND I LLC \$1,099.34; 2017 ANDERSONM DAVID M (\$218.67); 2017 MCCONAHAY, ORVILLE F (\$76.24)

**VI. BONDS**

A. Tamara M. Saulsbury-Assessor (April 2, 2018 – January 7, 2019)

**BOARD OF COUNTY COMMISSIONERS  
MINUTES OF PROCEEDINGS**

**April 3, 2018**

The regular meeting of the Board of County Commissioners was brought to order at 5:35 p.m. by Chairman Lawson. Those in attendance were Commissioner Rob Hendry, Commissioner Matt Keating, Commissioner Paul Bertoglio, Commissioner Chadwick, County Attorney Eric Nelson, County Clerk Renea Vitto and Commissioners' Assistant Michelle Maines.

**Consent Agenda:**

Commissioner Hendry moved for approval of the Consent Agenda. Commissioner Chadwick seconded the motion. Motion carried

**Public Comments:**

Chairman Lawson opened the floor to Public Comments. Hearing no comments the floor was closed.

**Commissioner Comments:**

Chairman Lawson opened the floor to Commissioner Comments. Hearing no further comments the floor was closed.

**Adjournment:**

There being no further business to come before the Board of Commissioners, Chairman Lawson adjourned the meeting at 5:49 p.m.

BOARD OF NATRONA COUNTY COMMISSIONERS

\_\_\_\_\_  
John H. Lawson, Chairman

ATTEST:

NATRONA COUNTY CLERK

\_\_\_\_\_  
Renea Vitto

AFLAC	6,473.80	HEALTHSMART BENEFIT SOLUTIONS	768.00
AIRGAS USA	3,252.70	HENSLEY BATTERY	25.94
ALCOHOL & DRUG TESTING	8,484.00	HOMAX OIL SALES	2,373.98
ALL AREA PROCESS SERVICE	750.00	HUB INTERNATIONAL INS	100.00
ALPHA MEDICAL DISTRIBUTOR	3,495.97	ICMA RETIREMENT TRUST -457	1,230.00
ALSCO	28.32	ISC/VENTURE TECHNOLOGIES	8,504.96
AMBI MAIL & MARKETING	4,364.15	JOHNSON CONTROLS/DALLAS	2,620.48
API SYSTEMS INTEGRATORS	196.00	KIESTER, JILL	51.20
ATLAS OFFICE PRODUCTS	113.37	LIFETIME HEALTH & FITNESS	1,134.30
AXIS FORENSIC TOXICOLOGY	1,220.00	LITTLE AMERICA-CHEYENNE	1,116.00
BAR NUNN, TOWN OF	665,655.24	MCMURRY READY MIX	34,264.48
BENNETT, THOMAS L MD	3,482.30	NACAA	50.00
BLACK HILLS ENERGY	3,923.03	NAPA AUTO PARTS	864.86
BOB BARKER COMPANY	441.16	NACO	430.00
CAPITAL BUSINESS SYSTEMS	239.94	NATIONAL TEST SYSTEMS	971.50
CAPITAL BUSINESS SYSTEMS/CHEYENNE	3,590.11	ONSOLVE	24,000.00
CASPER MEDICAL IMAGING PC	871.02	ORACLE AMERICA	3,593.91
CASPER STAR TRIBUNE/CASPER	448.80	ORCHARD TRUST	9,386.47
CASPER TIRE	4,788.00	OUTPATIENT RADIOLOGY	317.24
CENTRAL WY FAIR & RODEO	50,435.00	PLANSOURCE NGE	1,584.25
CENTURYLINK BUSINESS SERVICES	371.36	POWDER RIVER SHREDDERS	72.50
CENTURYLINK/SEATTLE	765.60	PROCESS SERVICE OF WY	3,420.00
CHARTER COMMUNICATIONS	422.67	PROTECTED TRUST	1,440.00
CITY OF CASPER	62,926.97	REYNOLDS, WAYNE	12.32
CIVIL ENGINEERING PROFESSIONALS	600.00	ROCKY MOUNTAIN POWER	37,011.54
COCA-COLA BOTTLING	103.50	SHAMROCK FOODS	5,521.70
COLONIAL LIFE & ACCIDENT INS	175.02	SINCLAIR FLEET TRACK	367.89
COMMUNICATION TECHNOLOGIES	8,986.50	SIX ROBBLEES'	121.48
COMMUNITY EDUCATION CENTERS	2,780.93	SONNY'S RV SALES	4,132.46
CORNERSTONE PROGRAMS CORP	139,050.00	SOURCE OFFICE & TECHNOLOGY	845.12
COWBOY AUTO SPA	17.86	STANLEY ACCESS TECH	1,021.03
CRUM ELECTRIC SUPPLY	58.38	SUMMIT ELECTRIC	4,633.09
DELL MARKETING LP	2,069.65	SYSTEMS CONSULTING	187.50
DEWITT WATER SYSTEMS & SERVICE	212.00	THOS Y PICKETT & CO	6,300.00
DISTAD, ERIC A	2,850.00	TRUE NORTH STEEL	4,117.39
DOOLEY OIL/CASPER	18,100.86	TWO WAY RADIO SERVICES	185.00
EAGLE UNIFORM & SUPPLY	517.36	UNITED WAY OF NC	147.02
EDJPB	30,962.05	VALIC	75.00
ESSENCE OF LIFE RLLP	1,000.00	VERIZON WIRELESS/DALLAS	6,547.26
FEDERAL EXPRESS CORP/PALATINE	40.59	VOYA FINANCIAL	1,064.23
FERGUSON ENT INC #109	185.83	WAL-MART COMMUNITY	89.77
FIRST CALL COMMUNICATIONS	81.80	WESTERN DETENTION	695.34
FIRST INTERSTATE BANK	14,903.69	WESTERN SIGN & DESIGN	1,800.00
FREMONT MOTOR CO-RIVERTON	32,603.20	WILLIAMS, PORTER, DAY & NEVILLE, PC	350.00
FREMONT MOTOR SHERIDAN	64,948.00	WIMACTEL INC	140.00
GRAINGER	478.22	WY DEPT OF WORKFORCE SERVICES	57,935.06
GREINER FORD OF CASPER	56,343.00	WY RETIREMENT SYSTEM	211,701.19
HARRIS GOVERN FT. COLLINS USER GROUP	150.00	WY MACHINERY COMPANY	2,572.62

WY ORAL & MAXIOFACIAL SURGERY	3,520.00	
WY RENTS	2,068.70	1,657,893.38
YOUTH CRISIS CENTER	2,452.65	



**Alcova Reservoir Non-Lakefront Cabin Site Lease**

Revised October 6, 2016

1. **Parties.** The parties to this contract are Natrona County ("County") and the following Lessee(s). The parties' respective contact information is:

Department Director  
Natrona County Parks  
P.O. Box 848  
Mills, WY 82644  
307-235-9325

\*Jane Doe\*  
\*John Doe\*

Site #  
Dock #

2. **Recitations.**

- A. County entered a contract with the United States, Department of the Interior, Bureau of Reclamation ("Reclamation") for the management, development, operation, and maintenance of recreation and related improvements and facilities at Alcova Reservoir<sup>1</sup>, Natrona County, Wyoming. That contract is identified as "Management Agreement No. 15-LM-60-2364" (the "Management Agreement").
- B. This Lease is contingent upon the Management Agreement remaining in effect.
- C. This Lease is subordinate to the Management Agreement.
- D. The Management Agreement includes *Exhibit H* - "Alcova Cabin Sites" (the "Site Plan").
- E. Pursuant to the Management Agreement, County has authority to issue limited use authorizations in accordance with 43 CFR 429.5.<sup>2</sup>
- i. Limited use authorization does not convey ownership or other interest in the Federal real property.
- ii. Limited use authorization shall be for a specified period.
- iii. Limited use authorization shall not provide an automatic right of renewal.
- iv. Limited use authorization is fully revocable at the discretion of Reclamation.
- v. Limited use authorization shall be consistent with Reclamation's Resource Management Plan.

<sup>1</sup> The Management Agreement uses both "reservoir" and "lake" to refer to the same Alcova body of water.

<sup>2</sup> Management Agreement ¶ 19(i).

- F. Pursuant to the Management Agreement, this lease agreement recognizes the right of paramount use by Reclamation of the Reservoir Area for project purposes. Reclamation retains all of its rights, including, but not limited to its right to:
- i. Access and enter all property governed by the Management Agreement;
  - ii. Close all or part of the property governed by the Management Agreement;
  - iii. Revise the boundaries of the Operations Area defined by the Management Agreement;
  - iv. Remove material from the area included in the Management Agreement;
  - v. Change the level of Alcova Reservoir; and
  - vi. Not stand in the stead for the County if the management agreement expires or is terminated
- G. Title 43 Code of Federal Regulations (CFR), Part 21, Occupancy of Cabin Sites on Public Conservation and Recreation Areas, applies to this Lease and the Lessees.
- H. Title 43 CFR, Part 423, Public Conduct on Bureau of Reclamation Facilities, Lands, and Waterbodies, applies to this Lease and the Lessees.
- I. **This Lease grants no vested property right to Lessee but affords Lessee only a limited license to occupy the Lot, pending a greater public use as determined by Reclamation.**
3. **Purpose of Lease.** The purpose of this Lease is for County to lease a cabin site shown on the Site Plan to Lessee. In consideration of the mutual covenants herein, the parties agree to this Lease.
4. **Effective Date and Term of Lease.** This Lease becomes effective upon the date of the last required signature. The term of this Lease is May 15, 2016 to May 18, 2021, inclusive. Following are the Lease years:
- A. First Lease year – May 15, 2016 through May 18, 2017
  - B. Second Lease year – May 19, 2017 through May 18, 2018
  - C. Third Lease year – May 19, 2018 through May 18, 2019
  - D. Fourth Lease year – May 19, 2019 through May 18, 2020
  - E. Fifth Lease year – May 19, 2020 through May 18, 2021
5. **Seasonal Operation Period.** April 15<sup>th</sup> through October 15<sup>th</sup> is the Seasonal Operation Period for all facilities in Alcova Reservoir including cabin sites. The cabin site shall not be the principal place of residence for the Lessee.

6. County's Obligation(s).

- A. County leases the non-lakefront cabin site **as is** to Lessee.
- B. County will provide dumpsters in the area shown on the Site Plan during the Seasonal Operation Period for Lessee to put his/her trash (the "trash service").
- C. Access to the cabin site lot will be from a public roadway.

7. Lessee's Obligation(s). In exchange for County leasing the Lot to Lessee:

A. PAYMENT of FEES.

i. Lessee shall pay the following fees:

- a. Rent. For the first Lease year, **\$2050** for annual rent.
- b. Trash Service. **\$60** for annual trash service. If the actual cost of trash service exceeds this amount, Lessee shall pay the additional cost of trash service within ten days of the date of the annual letter from County which will contain the additional amount Lessee owes.

- c. Transfer. **If** the parties agree by prior written consent that Lessee may transfer this Lease, Lessee shall pay a \$25 transfer fee.

- ii. For the first Lease year, Lessee shall pay the fees for rent and trash service promptly upon notification of payment due. Each year thereafter, Lessee shall pay the annual rent and trash service fees no later than **May 19<sup>th</sup>** of that Lease year.

- iii. All fees are nonrefundable.

- iv. County will annually adjust the rent fee based on the ten-year weighted average of the Consumer Price Index as determined for recreational sites by the Trust Land Management Division of the State of Wyoming.

- B. MAINTAIN LIABILITY INSURANCE. During the entire term of this Lease, Lessee shall maintain comprehensive general liability insurance for the Lot in a minimum amount of \$100,000 for each occurrence for bodily injury and property damage from a company acceptable to County. Lessee shall provide proof of insurance to the Department Director upon request

- C. ALLOW ACCESS. County and Reclamation and their respective agent(s) shall have, at all times and places, full ingress for passage over and egress from all land covered by this Lease for the purpose of carrying on operations of the United States and the County.

- D. PROHIBITED. Lessee shall not:

- i. Change the use of the Lot;
- ii. Prevent access to the Alcova Reservoir shoreline;
- iii. Conduct a commercial enterprise on the premises



- iv. Commit or allow anyone else to commit waste on the Lot;
  - v. Create or allow anyone else to create a nuisance on the Lot;
  - vi. Commit or allow anyone else to commit any act whereby persons may be endangered or injured by use of the reservoir area;
  - vii. Store any personal property other than boats and trailers on the Lot from October 16<sup>th</sup> through April 14<sup>th</sup>;
  - viii. Construct any improvement, including, but not limited, to a fence, landscaping, lot driveway modifications, deck, porch, shed, sun shade, or modification to exteriors of structures, without following the Site Modification Guidelines for Leaseholders at Alcova Reservoir, Natrona County, Wyoming.
  - ix. Allow any construction on the Lot by any person who is not a Natrona County licensed contractor;
  - x. Violate any Natrona County resolution, including the current *Zoning Resolution of Natrona County, Wyoming*, with the exception of a preexisting use;
  - xi. Build or use any fire pit or fire ring other than a valved, manufactured appliance listed specifically for recreational fire use. LP gas or charcoal grills are excluded from this prohibition when used for cooking;
  - xii. Leave or burn refuse;
  - xlii. Dispose of sewage except in accordance with federal, state, and local laws;
  - xiv. Cut or take timber from any area covered by the Management Agreement; or
  - xv. Build or place any improvement outside of the lot lease.
  - xvi. Allow sleeping accommodations outside of the permitted structure on the lot, unless permitted by the County.
- E. REQUIRED. Lessee shall:

- i. Maintain the Lot driveway at Lessee's expense in a manner acceptable to County;
- ii. Provide and maintain any water facilities, sewage disposal, and refuse disposal in a manner acceptable to County;
- iii. Promptly clean up after Lessee's dog(s);
- iv. Store all refuse in a tidy manner that prevents the refuse from being blown away;

v. Submit all proposed construction activities to the Department Director in accordance with the Site Modification Guidelines for Leaseholders at Alcova Reservoir, Natrona County, Wyoming. The Department Director shall submit:

- a. Proposals for *substantial* lot improvements to Reclamation.
- b. All proposals and his/her recommendations on the proposed Improvements to the Natrona County Development Department.

DOCK. The shoreline will at all times be open to the public. If there is no conflict with general public use, the Lessee may be permitted individually or jointly to construct or modify a dock facility at their sole cost and expense, following the Site Modification Guidelines for Leaseholders at Alcova Reservoir, Natrona County, Wyoming. This permission does not grant to the Lessee any exclusive use rights nor does it convey a right to a continuation of this permission beyond the end of the term of this Lease.

F. USE.

- i. The Lessee will use the said premises, or permit the said premises to be used, only and exclusively for proper and legitimate purposes.
- ii. Lessee may stay overnight on the Lot during the Seasonal Operation Period. Lessee shall not stay overnight on the Lot from October 16<sup>th</sup> through April 14<sup>th</sup>.

G. OTHER SERVICES. If Lessee wants any service not specified in this Lease (nonexclusive examples include – water well, septic system, propane, electrical, satellite television), Lessee is solely responsible for obtaining the service and all costs associated with the proper installation of the service and fees.

8. Lease Extension and Renewal. Neither party has a right of extension or renewal of this Lease.

9. General Provisions.

- A. Amendments. Any changes to this Lease shall be in writing signed and dated by all parties.
- B. Assignment. No party shall assign or transfer any right or delegate any responsibility of this Lease without prior written consent of all parties.
- C. Collateral. No party shall use this Lease or any part of this Lease as collateral without prior written consent of all parties.
- D. Waiver. If a party waives a breach by another party of a term of this Lease, it does not constitute a waiver of any prior or subsequent breach. Failure to object to a breach shall not constitute a waiver.
- E. Breach. If Lessee fails to perform in accordance with this Lease, the lessee shall be given written notice, by certified mail to the Lessee's address as designated within this Lease, of the breach or default, and Lessee shall have thirty (30) days from the receipt of such notice to correct the breach or take action likely to effect such correction. If such a breach or default is not corrected within 30 days, County may at its discretion:

- i. terminate this Lease, and/or
  - ii. demand specific performance in accordance with this Lease, and/or
  - iii. pursue any other remedy allowed by law.
- F. **Termination.** County may terminate this Lease immediately for cause if the Lessee fails to perform in accordance with this Lease. If County terminates this Lease for cause, Lessee is liable for all reasonable costs, County's attorneys' fees and expenses associated with enforcing this Lease, removing Lessee and Lessee's property, and otherwise recovering possession of the Lot.
- i. Lessee shall remove improvements within 90 days of termination of this Lease.
- G. **Notices.** A party shall give notice to all parties by regular mail, facsimile, or personal delivery at the respective address given in this Lease or provided in writing hereafter.
- H. **Applicable Law and Venue.** The laws of the State of Wyoming shall govern the interpretation and enforcement of this Lease. The courts in the State of Wyoming shall have jurisdiction over this Lease and the parties. A court in Natrona County, Wyoming shall be the proper venue for any legal action involving this Lease.
- I. **Governmental Immunity.** The County does not waive and specifically retains all immunity provided by the Wyoming Governmental Claims Act, Wyo. Stat. §§ 1-39-101, et. seq., and all other immunities provided by law. Reclamation does not waive and specifically retains its sovereign immunity and all other immunities provided by law.
- J. **Compliance with Laws.** Lessee shall be aware of and comply with all applicable federal, state, and local laws, rules and regulations in force now or as may be promulgated or changed in the future.
- K. **Third-Party Beneficiary.** The parties do not intend this Lease to create any third-party beneficiary.
- L. **Indemnification.** Lessee shall indemnify, defend, and hold harmless County and Reclamation and their respective agents from any and all claims, lawsuits, losses, and liability arising out of Lessee's acts or omissions related to this Lease.
- M. **Force Majeure.** The parties shall not be liable for failure to perform in accordance with this Lease if such failure to perform arises out of a cause beyond the party's control and with no fault or negligence of the nonperforming party. Such causes may include, but are not limited to, earthquake, act of a public enemy, fire, flood, epidemic, quarantine, freight embargo, and unusually severe weather.
- N. **Time.** Time is of the essence in performance of this Lease.
- O. **Titles for Reference.** Titles of paragraphs in this Lease are for reference only and shall not be used to construe the language of this Lease.

P. **Entire Lease.** This document consisting of 7 pages contains the entire legally binding agreement between the parties and supersedes any and all prior negotiations, representations, and agreements, written and oral with the exception that this Lease is contingent upon and subordinate to the Management Agreement.

Q. **Severability.** If any portion of this Lease is determined by a court with jurisdiction to be illegal or unenforceable, the remainder of this Lease shall remain in effect, and either party may renegotiate the term(s) affected by the severance.

By signing Lessee(s) affirms that he/she/they are owners of the Cabin and acknowledge that only an owner may lease the property.

NATRONA COUNTY

\*JANE DOE\*

\_\_\_\_\_  
Chair,  
Board of County Commissioners

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lessee

\_\_\_\_\_  
Date

ATTEST:

\*JOHN DOE\*

\_\_\_\_\_  
County Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lessee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved as to form  
County Legal Department

All correspondence shall be sent to the following mailing address:

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, ST Zip

\_\_\_\_\_  
Phone(s)

**CONTRACT FOR PROFESSIONAL SERVICES  
BETWEEN THE NATRONA COUNTY SHERIFF AND MAO PHARMACY, INC.**

1. **Parties.** The parties to this contract are NATRONA COUNTY ("County") and MAO Pharmacy, Inc., d/b/a Westwood Pharmacy ("Contractor"). The parties' respective contact information is:

Natrona County Sheriff's Office  
Attn: Gus Holbrook, Sheriff  
201 N David, 2<sup>nd</sup> Floor  
Casper, WY 82601

MAO Pharmacy, Inc.  
d/b/a Westwood Pharmacy  
5823 Patterson Avenue  
Richmond, VA 23226

2. **Recitals.**

- A. Contractor is in the business of providing comprehensive pharmacy services in correctional settings for various state and local government entities; and
- B. County desires to have Contractor provide comprehensive pharmacy services for its correctional facility.

3. **Purpose of Contract.** This Contract is to provide management, control, and standardization of medication delivery to the Natrona County Jail. Therefore, in consideration of the covenants herein, the parties agree as follows:

- A. **Contractor's Obligations.** Contractor, through its employees, and/or other agents shall perform the services specified in Attachment A, ("Services") to this contract.
- B. **County's Obligations.** County through the Sheriff, his employees, and/or his agents shall:
- i. Send prescriptions and orders for inmate medication (and medical supplies) to Contractor;
  - ii. Be available to received medication (and medical supplies) delivered to the Facility by Contractor;
  - iii. Maintain records for prescription requests and deliveries;
  - iv. Review Contractor's monthly itemized invoices; and
  - v. Submit Contractor's monthly itemized invoices that County has reviewed and approved to Natrona County for payment.

4. **Effective Date and Term of Contract.** This contract becomes effective on May 1, 2018 and shall remain in full force and effect for a period of three (3) years from the effective date.

5. **General Provisions.**

- A. **Contract Extension and Renewal.** County may opt to renew the contract for two successive one (1) year terms by giving written notice of its intent to renew to Contractor at least sixty (60) days prior to the expiration of the contract.
- B. **Amendments.** Any changes to this Contract shall be in writing signed and dated by all parties.
- C. **Assignment.** No party shall assign or transfer any right or delegate any responsibility of this Contract without prior written consent of the other party.

- D. **Collateral.** No party shall use this Contract or any part of this Contract as collateral without prior written consent of the other party/parties.
- E. **Waiver.** If a party waives a breach by the other party/parties of a term of this Contract, it does not constitute a waiver of any prior or subsequent breach. Failure to object to a breach shall not constitute a waiver.
- F. **Breach.** If Contractor fails to perform in accordance with this Contract, County may at its discretion:
- i. withhold payment until Contractor satisfactorily performs in accordance with this Contract, and/or
  - ii. demand specific performance in accordance with this Contract, and/or
  - iii. pursue any other remedy allowed by law.
- G. **Termination.** Either party may terminate this Contract with or without cause upon sixty (60) days written notice to the other party. County may terminate this Contract immediately for cause
- H. **Availability of Funds.** This Contract is conditioned upon the availability of funds to County for this Contract. If such funds are not available to County, County may terminate this Contract without any penalty. County shall not be liable for any future payment or any alleged damage resulting from the unavailability of funds to County. County shall not claim unavailability of funds for this Contract in order to acquire similar Work from a third party.
- I. **Audit / Access to Records.** Contractor shall cooperate with any auditor authorized by County to perform an audit involving this Contract. Contractor shall promptly provide access to its books, documents, and other records in both tangible and electronic form which pertain to this Contract.
- J. **Notices.** A party shall give notice to the other party by regular mail, facsimile, or personal delivery sent to the respective address given in this Contract.
- K. **Applicable Law and Venue.** The laws of the State of Wyoming shall govern the interpretation and enforcement of this Contract. The courts in the State of Wyoming shall have jurisdiction over this contract and the parties. A court in Natrona County, Wyoming shall be the proper venue for any legal action involving this Contract.
- L. **Governmental Immunity.** County does not waive and specifically retains all immunity provided by the Wyoming Governmental Claims Act, Wyo. Stat. §§ 1-39-101, et seq., and all other immunity and the right to assert immunities as a defense.
- M. **Independent Contractor.** Contractor is an independent Contractor. Contractor is solely responsible for its debts and other liabilities. Contractor is solely liable for any civil liability arising from its performance of this Contract. Contractor is not entitled to any compensation or other benefit from County except what is contained in this Contract. Contractor shall not incur any obligation or liability on behalf of County.
- N. **Nondiscrimination.** Neither party shall discriminate against any individual based on age, gender, gender-preference, pregnancy, color, race, religion, national origin, or a disability that can be reasonably accommodated.
- O. **Compliance with Laws.** Contractor shall be aware of and comply with all applicable federal, state, and local laws in its performance of this Contract, including, but not limited to:
- i. The Occupational Health and Safety Act (Wyo. Stat. §§ 27-11-101 – 27-11-114) ("OSHA"),
  - ii. the Civil Rights Act of 1964,
  - iii. the Fair Labor Standards Act,
  - iv. the Wyoming Fair Employment Practices Act (Wyo. Stat. § 27-9-105 et seq.),

- v. the Americans with Disabilities Act (ADA) (42 U.S.C. 12101, *et seq.*),
  - vi. the Age Discrimination Act of 1975 (ADEA),
  - vii. the Health Insurance Portability and Accountability Act of 1996 (HIPAA) (48 C.F.R. § 324.7000, 324.7000, *et seq.*),
  - viii. the Wyoming Ethics and Disclosure Act (Wyo. Stat. 9-13-101, *et seq.*), and
  - ix. Architectural Barriers Act (ABA).
- P. **Indemnification.** Contractor shall indemnify County and County's board members, elected officials, employees, and other agents from all claims, lawsuits, losses, and liability arising out of Contractor's failure to perform or negligent performance of this Contract. Such indemnification shall include, but is not limited to, payment of a judgment(s) against County, payment of a settlement(s) with or without a suit being filed, and legal defense which includes, but is not limited to, payment of legal fees and costs for (1) pre-litigation negotiations and mediation; (2) mediation, litigation, and appeal; and (3) enforcing this indemnification provision.
- Q. **Liability Insurance.**
- i. **General.** Contractor shall maintain and provide proof of comprehensive general liability insurance in a minimum amount of \$250,000 per claimant and \$500,000 per occurrence from a company acceptable to County. Contractor shall list County as an additional insured on the insurance and require the insurance company to also send any and all insurance notices to County.
  - ii. **Professional.** Contractor shall maintain insurance appropriate for Contractor's profession in a minimum amount of \$250,000 per claimant and \$500,000 per occurrence from a company acceptable to County.
  - iv. **Vehicle.** Contractor shall maintain insurance in an amount of \$250,000 per claimant and \$500,000 per occurrence from a company acceptable to County.
- R. **Conflict of Interest.** Contractor shall not engage in any activity which could result in a conflict of interest or the appearance of a conflict of interest.
- S. **Third Party Beneficiary.** The parties do not intend this Contract to create any third party beneficiary.
- T. **Force Majeure.** The parties shall not be liable for failure to perform in accordance with this Contract if such failure to perform arises out of a cause beyond the party's control and with no fault or negligence of the nonperforming party. Such causes may include, but are not limited to, fire, flood, earthquake, unusually severe weather, acts of a public enemy, epidemic, quarantine restriction, and freight embargo. This provision is effective only if the nonperforming party takes reasonable steps to minimize delay and effects of its nonperformance.
- U. **Timeline.** Time is of the essence in performance of this Contract.
- V. **Titles for Reference.** Titles of sections in this Contract are for reference only and shall not be used to construe the language of this Contract.
- W. **Entire Contract.** This document consisting of 4 pages and Attachments A and B contain the entire agreement between the parties and supersede any and all prior written and oral communications.
- X. **Severability.** If any portion of this Contract is determined by a court with jurisdiction to be illegal or unenforceable, the remainder of this Contract shall remain in effect, and, if either party initiates negotiations regarding the term(s) affected by the severance, the other party shall negotiate in good faith.

- Y. **Signature.** The person signing below for Contractor is authorized to sign this Contract on behalf of Contractor. If the person signing is not authorized to sign for Contractor and Contractor refuses to be bound by this Contract, the person signing is individually liable for Contractor's performance of this Contract.

**NATRONA COUNTY**

**MAO PHARMACY, INC., D/B/A  
WESTWOOD PHARMACY**

John Lawson, Chair \_\_\_\_\_ Date \_\_\_\_\_  
 Natrona County Board of Commissioners

Hunter Hoggatt  
VP of Corrections

**ATTEST:**

Renea Vitto  
Natrona County Clerk

Approved as to form  
County Legal Department



## EXHIBIT A

### MAO PHARMACY, INC. D/B/A WESTWOOD PHARMACY SCOPE OF SERVICES

MAO Pharmacy, Inc., d/b/a Westwood Pharmacy shall provide the following services to County and inmates detained in the Natrona County Jail (the "facility").

1. Contractor Services:

- a. Prescription Medication. Contractor shall deliver to the Facility medication prescribed by the Facility Medical Director or an inmate's attending physician (collectively "Health Care Provider").
  - i. The Health Care Provider shall send prescriptions in writing in the form of either a prescription or an order to the Contractor. County may send prescriptions to Contractor by fax, email, or hand delivery.
  - ii. When Contractor receives a prescription Monday through Friday before 3:00 p.m., Contractor shall deliver the medication as needed the same day that it received the prescription. When Contractor receives a prescription after 3:00 p.m. or on Saturday, Sunday, or a holiday, Contractor shall deliver the medication to the Facility as needed the next business day.
  - iii. When Contractor receives a prescription that is designated urgent by a Health Care Provider, Contractor shall deliver the prescribed medication within a reasonably prompt time.
  - iv. Contractor shall fill prescriptions based on the written prescription including directions by the Health Care Provider. If not otherwise indicated, Contractor shall provide medication doses for 14 days.
    1. However, when filling a prescription for a narcotic, Contractor shall particularly coordinate with County to include only as many doses as reasonable based on County's estimate of how long the inmate will remain continuously as the Facility.
- b. OTC Medication. Contractor shall deliver to the Facility OTC medication ordered by the County in a timely manner.
- c. Consultation. If requested by a Health Care Provider, Contractor shall provide a licensed pharmacist ("pharmacist") to consult with the Health Care Provider regarding medication and development of a course of action for an inmate who receives or will receive prescription and/or OTC medication.
  - i. Contractor shall provide appropriate contact telephone numbers so County can reach a pharmacist 24 hours per day 7 days per week.

- ii. A pharmacist shall contact County within 30 minutes of County calling pharmacist.
  - d. Facility Review. Once per month, Contractor shall review the Facility to assess County's compliance with regulatory requirements for the storage, dispensing, and other applicable requirements of medication in the Facility. The Facility review may take up to three hours.
2. Billing. No later than the 2<sup>nd</sup> of each month, Contractor shall submit an itemized invoice to County for medication and services that Contractor delivered to the Facility the previous month billed as follows:
- a. For prescription medication, Contractor shall bill the County as follows:
    - i. \$3.00 dispensing fee and
    - ii. Medications will be sold at cost-Contractor will not sell medication below cost.

**Exhibit B**  
**HIPAA Business Associate - Covered Entity Requirements**

1. **Purpose of Attachment.** The purpose of this Attachment is to state the parties' relationship and responsibility regarding protected individually identifiable health information ("IIHI") as required by the Health Insurance Portability and Accountability Act, ("HIPAA"). Laws and regulations specifically applicable to the protection and security of IIHI include the following both currently and as amended, 42 U.S.C. §§ 1320d et seq., 45 C.F.R. Part 160, 45 C.F.R. Part 162, 45 C.F.R. Part 164.
2. **Contractor.** Contractor is "covered entity" ("CE") as defined by 45 C.F.R. 160.103.
3. **County.** County is "business associate" ("BA") as defined by 45 C.F.R. 160.103.
4. **Obligations of Business Associate.** BA agrees to:
  - a. Not use or disclose IIHI other than as permitted or required by this Contract or as required by law;
  - b. Use appropriate safeguards, and comply with Subpart C of 45 C.F.R. Part 164 with respect to electronic IIHI, to prevent use or disclosure of IIHI other than as provided for by this Contract;
  - c. Report to CE any use or disclosure of IIHI not provided for by this Contract of which it becomes aware, including breaches of unsecured IIHI as required at 45 C.F.R. § 164.410, and any security incident of which it becomes aware;
  - d. In accordance with 45 C.F.R. 164.502(e)(1)(ii) and 164.308(b)(2), if applicable, ensure that any subcontractors that create, receive, maintain, or transmit IIHI on behalf of the BA agree to the same conditions that apply to the BA with respect to IIHI;
  - e. Make available IIHI in a designated record for the CE as necessary to satisfy CE's obligations under 45 C.F.R. § 164.524;
  - f. Make any amendment(s) to IIHI in a designated record set as directed or agreed to by CE pursuant to 45 C.F.R. § 164.526, or take other measures as necessary to satisfy CE's obligations under 45 C.F.R. § 164.526;
  - g. Maintain and make available the information required to provide an accounting of disclosures to CE as necessary to satisfy CE's obligations under 45 C.F.R. § 164.528; and
  - h. Make its internal practices, books, and records available to the Secretary of Health and Human Services for purposes of determining compliance with HIPAA Rules.
5. **Permitted Uses by Business Associate.** BA may only use or disclose IIHI as follows:
  - a. As necessary to perform its obligations under this Contract;
  - b. To de-identify the IIHI in accordance with 45 C.F.R. § 164.515(a) - (c);
  - c. As required by law;
  - d. For the proper management BA's operation including audits; and
  - e. To aggregate data related to CE's health care operations.
6. **Covered Entity's Obligations.**
  - a. CE shall notify BA of any changes in, or revocation of, the permission by an individual to use or disclose his/her IIHI, to the extent that such changes may affect BA's use or disclosure of IIHI.
  - b. CE shall not request BA to use or disclose IIHI in an impermissible manner under Subpart E of 45 C.F.R. Part 164 if done by CE.
7. **Termination.** Upon termination of this Contract for whatever reason, BA shall:
  - a. Destroy or return to CE all forms of all IIHI except IIHI necessary for BA's continued operation and
  - b. Continue to protect IIHI in compliance with Subpart C of 45 C.F.R. Part 164 as long as BA retains the IIHI.

Advocacy & Self-Sufficiency  
Aspen Creek Office Building  
800 Werner Court, Suite 201  
Casper, Wyoming 82601  
PHONE: 307-232-0124  
FAX: 307-232-0145  
E-Mail: cap@natronacounty-wy.gov  
<http://www.capnc.org>



12th Street HCH Clinic  
1514 East 12th Street, Suite 201  
Casper, Wyoming 82601  
PHONE: 307-235-6116  
FAX: 307-235-0249  
E-Mail: hch@natronacounty-wy.gov  
<http://www.capnc.org/services/Clinic.html>

Date: 4/5/2018

To: Natrona County Board of County Commissioners

From: Marilyn Dymond Wagner, Interim Executive Director *MDW*

Re: FY 2019 TANF CPI Grant Application

Attached is the FY 2019 TANF CPI Grant Application for the amount of \$105,000. This application will serve families with children in need of gaining employment or improving employment options. Community Action Partnership of Natrona County has been applying for this grant for over 10 years. Because we have had successful outcomes, both directly and from sub-grantees, the services under this application have not changed from last year. Climb Wyoming and Big Brothers Big Sisters are again requesting to be sub grantees. The application amounts are as follows:

Community Action Partnership of Natrona County --	\$55,000
Climb Wyoming --	\$35,000
Big Brothers Big Sisters --	<u>\$15,000</u>
TOTAL	\$105,000

**BOCC**

RECEIVED *mm* 4-5-18  
PLEASE ROUTE: DATE:  
EN \_\_\_\_\_  
CR \_\_\_\_\_



**ATTACHMENT A**  
**COVER PAGE**

1. County/Tribe: Natrona
2. Project Administrator. Ensures programs are being implemented correctly, communicates grant changes and provides requested paperwork and data to Department of Family Services. All Communication regarding this proposal shall be conducted through this person.

Name: Marilyn Dymond Wagner

Title: Interim Executive Director

Organization: Community Action Partnership of Natrona County  
Address: 800 Werner Ct., Suite 201 Casper, WY 82601

Phone: 307-232-0124

Email address: mdymond@natronacounty-wy.gov

3. Primary Contact for the Sub-recipient. Implements the program.

Name: Ivonne Chavez

Title: Employment Program Manger

Organization: Community Action Partnership of Natrona County

Address: 800 Werner Ct., Suite 201 Casper, WY 82601

Phone: 307-232-0124

Email address: ichavez@natronacounty-wy.gov

4. Program Name: Climb Wyoming, BBBS, and Empowerment Opportunities for Success (EOS)

5. Requested Amount: \$105,000

6. Authorized Representative Signature: \_\_\_\_\_  
(County Commissioner Chair)

Printed Name: John Lawson

Date: \_\_\_\_\_

Phone: 307-235-9202

E-Mail: jlawson@natronacounty-wy.gov

APPROVED  
NATRONA COUNTY ATTORNEY  
BY: Erie K. Helms  
DATE: 4-13-16

## ATTACHMENT B PROPOSAL

### A. Summary of Proposed Program

1. Please provide a synopsis of the program you propose.

The Empowerment Opportunities for Success (EOS) program's focal point is the unskilled low-income families in our community. This population is the most vulnerable. This population often come to our office when they have become homeless, have been evicted from their housing, or face eviction. In addition, this population is sometimes referred by other local social service agencies or are self-referrals after Workforce Development or other agencies are no longer able to help them obtain the skills they are lacking. For that reason, the Empowerment Opportunities for Success (EOS) program is a self-sufficiency program designed to help TANF eligible adults address any barrier to employment, help them obtain or maintain unsubsidized employment and increase self sufficiency.

EOS participants are required to attend a variety of activities designed to meet their individual needs in order to focus on barriers to employment. Activities include:

EOS Orientation - A synopsis of the program and its expectations. It is REQUIRED for all TANF eligible applicants seeking services from CAPNC.

\*Case Management and Follow-up- Empowerment Opportunities for Success (EOS) program participants are assigned a Client Advocate in the CAPNC Family Stabilization and Self-Sufficiency Program. An EOS participant completes a Contract of Participation requiring them to complete all necessary tasks in order to receive additional services. A plan of action is also developed for the participant concentrating on the required tasks, such as setting goals, and gaining skills and knowledge, so they can earn income above Federal Poverty Guidelines and learn to be more successful in life. A Family Development Plan is used to assess the participant's goals and dreams for the future.

\*Financial Management – This is a introductory financial management and goal setting group workshop and is centered upon changing a participant's life through better money management with budgeting skills, banking skills, and goal setting. For classes and services that are more advanced, participants are referred to local agencies where they can work with certified credit counselors.

\*Life Skills – Soft Skills are interwoven into each component of Empowerment Opportunities for Success (EOS) program, such as Employment workshops and/or individual counseling. They also attend Life Skills workshops of other agencies (e.g. Mercer Family Resource Center, Seton House). Self-assessment allows the individual an opportunity to assess and discover where their employment conditions lie. Conflict resolution and positive interpersonal communication will be emphasized through best practices. A positive attitude and appropriate social interaction skills in the work place can enhance employment retention.

\*Job Search - A series of group workshops that take participants through the entire process beginning with interest and skill inventories and culminating in job retention and support. We offer one-on-one employment counseling, job readiness training, job search assistance, and job retention. We help participants prepare applications, resumes and cover letters; and prepare and practice for interviews. We video tape mock interviews. We help participants understand what employers look for in an applicant; assist individuals in locating available job openings; and prepare for general workplace expectations. We teach the participant workplace behavior and attitudes necessary to compete and advance successfully in the labor market; how to accept and respect diversity in employers, co-workers, and customers; how to dress for success; learn positive communication skills; and balance priorities.

\*Job Development, Placement and Follow-up – CAPNC Client Advocates will locate and develop jobs in the community, and partner with TANF participants to locate and maintain stable employment. In addition, our overall goal is to empower participants to increase their self-sufficiency skills by taking initiative in securing their own employment. This initiative helps to boost and ripen the individual's self-esteem as they successfully secure his or her employment.

\*Supportive Services – TANF Client Advocate will collaborate with CSBG Client Advocates to provide supportive services, including but not limited to: transportation, work clothing, work tools, childcare, educational fees, books and school supplies, when appropriate. Additionally, we will refer clients to community agency partners. We will provide incentives for participants at various stages of the program. Additionally we readily provide referrals to numerous community agencies to help participants meet family needs while they are trying to overcome barriers towards education or employment.

In addition to providing financial supports to participants and their families, CAPNC offers tutoring opportunities for participants pursuing a certification in the healthcare industry. CAPNC's Registered Nurse at the 12<sup>th</sup> Street Clinic routinely provides tutoring for potential CNA students prior to taking their written and skills assessments for certification.

\*Educational Services- TANF Client Advocate assists participants with college planning, admissions, enrollment, and applying for financial aid. Additionally, the Client Advocate is available to assist clients with any internal or external barriers to help alleviate the anxiety and stress of a new environment. Also, the TANF Client Advocate may assist participants with school tasks such as tutoring with assignments, or referrals to the appropriate labs located on the college campus to decrease the drop out rate. We also partner with Casper College to facilitate clients earning their GED/HiSET if they do not already have a high school diploma.

2. Is this program different than previous programs operated with TANF funds in the past?  
Yes    ☒    No    If so, how is it different?

Although data from FY 18 is not yet complete, we are seeing significant progress to the goals. This is a result of the move to certification and vocational programs, which have yielded great results. Therefore, we are expanding our formal collaboration with Casper College's Workforce Training Program. In FY 19 we will collaborate closely with the Workforce Training Program at Casper College to refer participants with barriers to education and employment. Participants may utilize funding from the America's Promise Grant to help develop and enhance vocational skills that will allow clients to gain and retain above entry level employment opportunities.

We will provide tuition assistance for the following:

- Industry Safety and Training – These trainings may be a pre-hiring requirement of some oil and gas companies
- Healthcare – To include exam and licensure fees, and license renewal fees

In addition, we will be working with Casper College to advise and encourage clients who do not have a high school diploma to utilize Casper College's program to receive their GED/HiSET Certification. This can be a big barrier for our participants in reaching their educational and employment goals. Having a High School Diploma or GED/HiSET Certification is a pre-employment requirement for most jobs in Natrona County.

3. Area(s) served.

Natrona County

4. Population served.

The Empowerment Opportunities for Success (EOS) – TANF program serves low-income families living at or below 185% of the Federal Poverty Level. Our program provides an opportunity to our clients to exert self-determination in working through our EOS program.

5. Beginning and end date of program.

10/1/2018 – 09/30/2019

6. Program availability: when is the program offered (i.e. time of day, how often, time of year)?

The Empowerment Opportunities for Success (EOS) program provides individualized assistance daily while group sessions are held on a scheduled basis as indicated below. Although the TANF Client Advocate is responsible for the majority of the services provided through this program, we also have two other Client Advocates who conduct various components of the program. Our program has open enrollment, meaning the applicant can begin participation at any time during the year. Length of time in the program varies six months to three years depending on participant's commitment to the program and how fast the participant can accomplish various steps of the program.

The EOS program is held weekly and will be facilitated on Monday afternoons from 1:30 – 3:00 PM. Additionally, individuals are welcome to set appointments to meet one-on-one at their convenience.

\* Step 1: Orientation - Orientation classes are held minimally bi-weekly with individual Client Advocates. Orientation provides an overview of the program and program expectations.

\*Step 2: Assessment - This is the phase where the participants' needs and barriers are assessed.

\*Step 3: Participants engage in job skills training, case management, a variety of workshops and services. Length of time in this phase can be anywhere from one month to a year but can extend beyond that if a person needs more time to develop their skills and remove barriers to employment. The following is the time frame for a number of the workshops we offer:

-Financial Management --Workshops are divided into two sections and each section is held one day per week. Participants are required to complete homework and three monthly budgets to meet the required 90-day budgets.

Life Skills – Activities are provided based on client need and appropriate referrals are made.

-Job Search – Workshops are held at Community Action for individuals and small groups Monday through Thursday, and include Life Skills. Additional time is allocated to each individual as needed

\*Step 4: Job Retention - CAPNC will provide case management and mentoring for one year after each participant's job placement. CAPNC will also follow-up on a quarterly basis to monitor progress in maintaining employment or in obtaining additional pay and/or benefits.

## **B. Statement of Need**

The intent of TANF CPI is to provide Counties with programs that meet specific needs of their community.

1. How have you determined there is a need for the services you propose? Describe local data that was used to determine the needs of families.

CAPNC completed its Needs Assessment for Natrona County, WY in December 2017; 30 community agencies participated in the assessment and 380 assessments were completed. The assessment gathered data in eight different Poverty Indicators (Health, Employment, Transportation, Education, Use of Income, Housing, Nutrition, and Emergency Situations). Respondents were asked what were key issues for them and their family; the number one key indicator is Use of Income (48.33%), with respondents stating they have a lack of knowledge about money management (i.e, budgeting, credit card debt, checking accounts, etc.). The Health Indicator was the second highest which resulted in 45.31% of the respondents indicating it is a key issue for their family. Respondents replied lack of medical insurance and lack of free or low-cost medical services, are primary reasons why this is an issue for their family. The Employment Indicator, the fourth highest, yielded 32.79% of the respondents indicating this is a key



issue for their family. Respondents indicated lack of employment opportunities and lack of good-paying jobs with benefits add to the difficulty of self sufficiency. Additionally, 45.39% of the respondents feel Natrona County lacks supports in assisting individuals seeking employment.

According to the U.S. Bureau of Labor Statistics (USBLS) Natrona County has a 5.4% unemployment rate while the overall unemployment rate for the state of WY is 4.0%. With the cyclical downturn in the oil and gas industry combined with the job losses in the coal industry, there are limited, above entry level, employment opportunities.

In addition to the federal reporting, CAPNC captured data reflecting that 26% of the individuals seen during our last fiscal year did not have a high school diploma. Therefore, our continued partnership with Casper College and our EOS Program Manager will provide the encouragement and direction to assist clients in obtaining their GED/HiSET Certification; courses are being offered quarterly at Casper College.

What is the resource gap(s) that is being addressed by your program?

Our EOS program is unique in Natrona County. Some programs, such as Workforce Development, provide employment services to the entire community while other programs specialize in serving a specific population, such as young single parents, victims of domestic violence, or youth. Our program is willing to accept anyone that is eligible for TANF services who has a true desire to learn to be more successful in life. We are unique in that we focus on the poorest of the poor and the people without work skills. We are also able to provide individualized instruction and counseling as well as group workshops for a large number of participants. CAPNC's one-on-one approach, serves to enhance the participants recognition and self awareness of their strengths and skill set. We are filling a needed gap as evident by the number of referrals we receive from other partnering agencies, particularly those who also provide employment services themselves.

Even though we focus on unskilled participants, they are able to re-enter the labor force and obtain skilled jobs at or above entry level, due to participation in our program.

2. Describe what research based programs and strategies will be utilized to make the program successful.

We utilize Results Oriented Management and Assessment (ROMA) for our research program. This is a nation-wide research strategy required for all CSBG funded community action agencies nationwide. It has been recognized by OMB as one of the best outcome tracking strategies among federal programs. Our current database is specifically designed to track ROMA data, indicators, and outcomes.

### C. Community Partnerships

1. A description of how community wide collaboration in planning and implementation occurred.

As the largest community-based anti-poverty program in central Wyoming, we collaborate closely with other community agencies in addressing the needs of the low-income population of our county. These collaborations give CAPNC additional knowledge about community resources and a greater understanding of services available to our participants. This is beneficial to our participants because it provides a solid foundation of communal support to help them achieve their short and long term goals toward education, employment and self sufficiency. The established collaborations with other community agencies help streamline the referrals and expedite the application process so participants are able to access needed services in a timely manner. CAPNC has strong linkages as a direct service provider and as a funder of 16 local human services agencies in Casper. Local collaborative initiatives in which we participate are:

- Central Wyoming Homeless Collaborative (Seton House, Self Help Center, Casper Housing Authority, Central Wyoming Rescue Mission, Salvation Army, Casper College, Employment Resources and others)
- Interagency Coordinating Council
- Natrona County Emergency Food and Shelter Board (United Way, Casper Housing Authority and Community Development, Salvation Army, Catholic Social Services and others)
- Wyoming State Continuum of Care/Wyoming Homeless Collaborative
- Community Supervision Pilot Project
- Community Relations Board
- Point In Time Homeless Count

2. List the community partners involved in the program implementation and the resources that will be provided by each partner.

(Additional lines/pages may be added if needed.)

Community Partner	Resource that will be provided
Casper College	Referrals, educational resources, and certification training, vocational programs, America's Promise Grant, Single Parent Program
Educational Opportunity Center/TRIO	Financial Aid, Scholarships, College Admissions, Career Advising
Quality Health	C N A Training
Shepherd of the Valley	C N A Training
Department of Workforce Services	WIOA Training, Direct Dial Program

3. Describe how the program will be sustained by the community beyond the funding period.

In addition to our existing funding sources, CAPNC will seek funding from local and national foundations to continue funding this program once TANF funding ends. In the future, we will also consider shifting some of our existing funding away from emergency services into our EOS program, if necessary. We have been successful in obtaining foundation funding for some of other programs and we feel confident that funding will be available to sustain our program.

#### **D. Project Goals and Outcomes**

1. **Goals for the Project:** What are the goals of your program? How will you serve TANF eligible individuals/families?
  - 60% of EOS program applicants attending orientation will formally enroll in the TANF EOS program.
  - 50% of the applicants formally enrolled in TANF EOS will complete the program.
  - 75% of the applicants completing EOS will obtain employment.
  - 70% of participants obtaining employment will maintain employment for at least 90 days.

Upon completion of the orientation and individual consultation with CAPNC's Employment Program Manager, appropriate participants can avail themselves of medical and/or therapeutic modalities through our 12<sup>th</sup> Street Clinic at no cost to them. This would be entirely elective and address their individual needs. A pervasive barrier in the past for participants has been medical needs. Lack of help with their mental health barriers and addressing the bio-psycho-social aspects of participants' needs will serve to help them gain stronger self esteem and self awareness, which will in turn, enrich their family relationships. Collectively addressing all the barriers a participant faces and providing the appropriate referrals, support, and guidance to address them is essential so they are able to reach their educational and employment goals. This will correlate directly with long term self sufficiency and success.

The medical team at our 12<sup>th</sup> Street Clinic includes a Nurse Practitioner, a Registered Nurse, a Social Worker, and two Certified Medical Assistants. Additionally, our mental health team consists of a Certified Physician Assistant specializing in Medical Management and two Ph.D. students for counseling.

Sheila enrolled in the TANF/EOS program after separating from her husband; she left with her 1 ½ year old daughter and very limited belongings due to the volatile nature of her situation. In addition, she was also expecting her second child. Sheila was seeking assistance with employment, vocational training, and housing. In a matter of days, Sheila's stable family environment drastically changed to one of crisis. She needed support and guidance in navigating community services and exploring realistic opportunities for her and her family. Following initial enrollment in the TANF/EOS Program and discussing her short term and long term goals, numerous referrals were made to various community agencies. Sheila enrolled and completed the Certified Medical Assistant (CMA)/Phlebotomy Program offered by Wyoming Contractor's Association. Sheila utilized a variety of community services which included Child Care Assistance, SNAP, POWER, and Low Income Housing. CAPNC'S TANF/EOS program provided vocational, financial literacy, and employment supports.

Additionally, CAPNC provided financial assistance for Sheila and her family while she was completing her vocational training program. In conclusion, Sheila is now employed full-time as a CMA with Western Medical Associates. Her monthly income is approximately \$2900/month; she has now graduated from utilizing agency services such as SNAP, Childcare Assistance, and Power. Sheila was ecstatic when she was able to move into an unsubsidized apartment. Although it was extremely difficult at times, it was very gratifying for Sheila to be able to meet her goals toward employment and self sufficiency. She is very appreciative of the services and support she received through CAPNC's TANF/EOS Program.

2. **Outcomes:** Using the chart below, please identify the measurable outcomes you expect for TANF eligible individuals/families as a result of program implementation in order to meet the above goals? These measurements will be used to evaluate the program's success.

Complete your outcomes for TANF CPI: (additional lines/pages may be added if needed)

Outcome	Measurement	Activities to Accomplish Outcome	Data/Quality Assurance to be Collected to Validate Measurements
60% of EOS program applicants attending orientation will formally enroll in the TANF EOS program	33 of 55 CAPNC clients attending orientation will formally enroll in the TANF EOS program	<ul style="list-style-type: none"> <li>Formalize internal referral process to ensure all who qualify for the program have an initial introduction to the program</li> <li>Formalize external referral process to ensure prioritization to TANF program.</li> <li>Opportunity for free medical/mental health assistance</li> </ul>	<ul style="list-style-type: none"> <li>Orientation roster</li> <li>TANF program participant list</li> <li>Through our 12<sup>th</sup> Street Clinic with 2 Ph.D. candidates and a Psychiatric Physician Assistant</li> </ul>
50% of the applicants enrolled in TANF EOS will complete the program	17 of the applicants formally enrolled in TANF EOS will complete the program	<ul style="list-style-type: none"> <li>Incentivize participation w/gift card</li> <li>Celebrations of Milestones through the program process</li> <li>Case Management meetings conducted weekly focusing on the array of client needs</li> </ul>	<ul style="list-style-type: none"> <li>Program participant activity checklist</li> <li>Program participant case notes in the CM data system</li> </ul>
75% of the applicants completing EOS will obtain employment	13 of the applicants completing EOS will obtain employment	<ul style="list-style-type: none"> <li>Engage potential employers through program education at lunch and learns</li> <li>Formalize arrangements with local employers to engage them in hiring program graduates</li> <li>Innovative marketing of potential TANF participants to a targeted group of employers</li> </ul>	<ul style="list-style-type: none"> <li>Phone confirmation with employer.</li> <li>Copy of employment pay stub</li> </ul>

70% of participants obtaining employment will maintain employment for at least 90 days	9 participants obtaining employment will maintain employment for at least 90 days	<ul style="list-style-type: none"> <li>• Immediate/ongoing individualized supportive case management</li> <li>• Support through employer onsite visitations</li> <li>• Employer Support</li> </ul>	<ul style="list-style-type: none"> <li>• Employment pay stub</li> </ul>
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3. Describe your data collection methods to be used.

Intake and income eligibility determination is conducted on all applicants applying for our services. The applicant completes an application along with a self-assessment form. After the interview with a Client Advocate and eligibility has been determined, participant is put into an assessment period to assess if the participant is suitable for the program. An initial case plan is set in place with achievable goals to assess participant's ability and desire to achieve self-dependence. Once participant is accepted into the program, a new case plan is developed and the participant is scheduled for EOS workshops/services based upon on the client's unique needs and interests. Information is collected from the application, self-assessment and interview and entered into our MIS system. The participant completes the self-assessment form quarterly in order to track individual progress. The Client Advocate also tracks progress on the goals developed and records in our MIS system.

- We utilize our current database for client tracking and reporting. Basic family information, benefits and programs received by the household, all family members and their demographics, detailed income information, services (indicators and outcomes) and contacts with the family are recorded. This software is also used by other community action agencies in many states and is useful as it tracks client outcomes and uses a scaling system to show the degree of progress each client has achieved.

4. How will you evaluate the effectiveness of the TANF program for individuals/families served? How do you determine the success of your program?

TANF clients that enroll in the program will be given a Family Self-Sufficiency assessment upon enrollment that will establish a baseline of where the family is in terms of housing, employment, education, access to childcare, access to healthcare, access to reliable transportation and food sufficiency. Clients will be given the same formal assessment at 6 and 12 months, and informal assessments at 30, 60, and 90 days from their initial enrollment date to determine their progress.

#### **G. TANF Recruitment**

1. Describe your recruitment and enrollment process or TANF eligible individuals/families?

Community Action Partnership of Natrona County adheres to the Federal TANF Guidelines set for eligibility: Participants served shall be families with child(ren) with income below 185% of the Federal Poverty Level (FPL). Many of our clients are referred to the TANF EOS Program by Community Action Partnership's Client Advocates upon assessing the client's needs and eligibility guidelines of the TANF program. Additionally, Community Action Partnership has formed collaborations with other agencies that serve eligible families with the same barriers to self-sustaining employment, such as: Casper College's Single Parent Program, Department of Family Services, Natrona County Head Start, and Work Force Services. In addition, Community Action Partnership participates in local job fairs as a recruiting opportunity.

2. What is the projected number of TANF eligible individuals that will be served by this program?

Community Action Partnership expects to serve 55 TANF eligible families, and enroll 36 program applicants in the TANF EOS program to reflect TANF's State Program Goal.

3. Provide an explanation on how income information will be gathered to determine TANF eligibility. Income eligibility shall be established by verifying gross family income for the previous month. Applicants shall use a TANF Eligibility Intake Form. A copy of the TANF Eligibility Intake Form shall be attached to this proposal?

Community Action Partnership will collect client's gross family income for the last thirty days to determine if the family's income is below 185% of the Federal Poverty Level that is required for TANF eligibility. Our intake form is designed to fully document eligibility.

## ATTACHMENT C

### BUDGET

#### Instructions:

1. The budget of the program should be described with enough detail that expenditures of funds could be easily reviewed. Preference will be given to programs concentrating on services rather than programs building their administrative structure.
2. List costs of the program including program costs, administrative costs, total costs, and estimated cost per individual/family.
  - a. The Proposer shall submit a proposed budget in line item detail listing each employee's compensation and benefits and each category of expenditure and the proposed amount. The Contractor shall be required to use the invoice form attached to this proposal.
  - b. The budget shall include a narrative of duties of each employee and an explanation of each line item stating the purpose of the expenditures.
  - c. The Proposer shall separate all administrative costs to verify compliance with administrative limitations.
  - d. Administrative expenses shall not exceed 10% of the non-administrative expenses.
1. Only expenses related to services to TANF eligible individuals/families can be billed to TANF CPI. This means that all grant expenses must show the formula for how the allocation of expenses is determined for TANF eligible individuals/families funded under this proposal. Expenses are based on the percentage of TANF individuals/families vs non-TANF individuals/families served as well as the percentage of time working on TANF-related activities.
2. Program costs are associated with direct service delivery to TANF eligible individuals/families (i.e. salaries, rent). Administrative costs are associated with activities needed to support the program, but are not a direct service to families (i.e. data collection, completion of reports).

#### Budget:

1. TANF funds are limited and can only provide a portion of the funding needed for services. What are your other funding sources that will be used to operate the program? (i.e. *Cash contributions and non-federal funds used to support*)

CAPNC is awarded funding from City of Casper and Natrona County Board of County Commissioners. These funds are used to provide administrative support for all our programming, including the TANF program. These funds are also used to provide housing services for TANF eligible individuals. (\$150,000) We also receive Community Service Block Grant funds that provide EOS services that support the TANF program. (\$500,000)

2. What are the cost/benefits of providing this program? In other terms, what is the Return on Investment (ROI)? ROI is a performance measure used to evaluate the efficiency of an investment.

CAPNC measures the impact of the program by comparing participants' wages at application and the increased earned 90 days post program.

- Impact without Program: 48% of Climb participants are employed at intake making an average of \$1,106 in monthly wage income. 52% of participants are unemployed at intake and therefore making \$0 per month. Climb participants are making an average wage of \$522 before the program x 12 months = \$6,264 average annual wage.
- Impact from Program: 90 days post program, 79% of graduates are employed and 21% unemployed making \$1,591 in monthly wage income x 12 months = \$19,092
- Total increase in wages over first year period = \$19,092 - \$6,264 = \$12,828
- The average decrease in food stamp usage at 90 days post program is \$321 x 12 months = \$3,852.

- Therefore, the **total Return** includes total increased wages of \$12,828 + total savings for reduced food stamp usage of \$3,852 = **\$16,680**
- The **total Investment** or Cost per Participant is based upon services to 30 newly enrolled participants during the October 2017 to September 2018 grant period costing \$35,000. Cost per participant calculation is  $\$35,000 \div 30 = \$1,167$ .
- Based on increased wages, decreased food stamps and the cost per participant the **Return on Investment (ROI)** in year one is **14.29 to 1**.
- Lifetime Return on Investment is based on an average age of participant being 28 and working until age 65 (37 years post program) at an increased wage and decreased food stamps usage of  $\$16,680 \times 37 \text{ years} = \$617,160 \div \$1,167 = \mathbf{529 \text{ to } 1}$ .

#### Amount Requested from Proposal:

	Program Costs	Administration Costs	Summary and Justification for Budget Expense
Salaries Admin: Activities spent managing the grant. Program: Wages for all staff who provide direct client services.	\$22,000	\$2,200	.5 FTE TANF Employee
Employer Paid Benefits Admin: Activities spent managing the grant. Program: Wages for all staff who provide direct client services.	\$10,267	\$1,026	Medical insurance @\$1,200/month X .5% FTE, Retirement @ .16 X Salary
Employer Payroll Taxes Admin: Activities spent managing the grant. Program: Wages for all staff who provide direct client services.	\$2,134	\$213	Medicare Salary X .0145. Social Security Salary X .062. Worker's Com Salary X .0107, and Unemployment Salary X .0114
Supplies Admin: Supplies and expenses needed to manage the grant. Program: Supplies needed for instructor use.	\$400	Click here to enter text.	\$33/month X 12 months, includes paper, printing, and miscellaneous office supply.
Recruiting and Marketing Cannot include promotional items.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Travel			
Rent and utilities Admin: Rent and utilities for time spent managing the grant. Program: Rent and utilities for space provided to direct services for participants.	\$2,600	\$130	Office space calculated at 5% of total office space. Leasing calculated at \$51,966 X 5%.
Participant Tuition and Class Fees	7,217	719	CNA Classes – 10 X \$485 Casper College – 8 X \$300 (initial fee less \$200 for scholarship and payment plan.)

Participant Class Supplies and Materials	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant License and Certification Fees	\$2,260	\$226	CNA Exam \$120, CPR \$98, and Fingerprints \$8 = \$226 X 10 CNA
Participant Drug and Aptitude Screening Can include other types of assessments.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Work Support Services and Clothing	\$405	\$128	Scrubs \$50 X 5 participants' sets and 2 pairs work boots X \$77.50 each.
Participant Wages	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant Fringe Benefits	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant Incentives	Click here to enter text.	Click here to enter text.	Click here to enter text.
Other Student Needs: Description -	\$2,875	\$200	115 food cards valued at \$25. 3 cards will be allocated for each participant as an incentive and to assist with living costs during training.
Sub-Total	\$50,158	\$4,842	<b>Total Administrative Costs cannot exceed 10% of your total Program Costs</b>
<b>TOTAL BUDGET (Program + Admin)</b>	<b>\$55,000</b>		
Number of Individuals Planning to Serve	60		
Cost Per Individual	\$917		



**COVER PAGE**

1. County/Tribe: Natrona County
2. Project Administrator. Ensures programs are being implemented correctly, communicates grant changes and provides requested paperwork and data to Department of Family Services. All Communication regarding this proposal shall be conducted through this person.

Name: Marilyn Dymond Wagner

Title: Interim Executive Director

Organization: Community Action Partnership of Natrona County

Address: 800 Werner Ct., Suite 201 Casper, WY 82601

Phone: 307-232-0124

Email address: mdymond@natronacounty-wy.gov

3. Primary Contact for the Sub-recipient. Implements the program.

Name: Lesha Thorvaldson

Title: Program Director

Organization: Climb Wyoming

Address: 632 South David Street, Casper, WY 82601

Phone: 307-237-2855x1

Email address: lesha@climbwyoming.org

4. Program Name: Climb Wyoming in Natrona County
5. Requested Amount: \$35,000

## PROPOSAL

### A. Summary of Proposed Program

1. Please provide a synopsis of the program you propose.

Climb Wyoming respectfully requests \$35,000 to advance our mission *for low-income single mothers in Natrona County to discover self-sufficiency through job training and placement*. The grant will fund job skills, work readiness training, life skills classes, mental health services, direct job placement and ongoing support to help end the cycle of poverty for the participants and their children. The grant will also support Natrona County businesses by researching and developing new training opportunities for industries with long-term career opportunities and a need for employees.

Casper Climb aligns with the TANF CPI primary goals since Climb is a research-based program, provides services to assist single mother families in moving toward self-sufficiency, collaborates in the community for planning and implementation, and is a data-driven program. Because the Climb program is free for participants, government and philanthropic support allow single mothers to participate. Receiving donations from a diversity of funders including government improves Climb's long-term sustainability to continue our work.

2. Is this program different than previous programs operated with TANF funds in the past?  
Yes ☐ No ☒ If so, how is it different?

Not applicable

3. Area(s) served.

The Climb Wyoming program serves low-income single mothers from Natrona County.

4. Population served.

The population is low-income single mothers living at or below 185% of the Federal Poverty Level.

5. Beginning and end date of program.

October 1, 2018 - September 30, 2019

6. Program availability: when is the program offered (i.e. time of day, how often, time of year)?

The program is offered three times each year. The programs are approximately 6 months from recruitment through job placement. During the intensive job training phase, which last approximately 8-10 weeks, participants meet each day from 8am – 5pm.

### B. Statement of Need

The intent of TANF CPI is to provide Counties with programs that meet specific needs of their community.

1. How have you determined there is a need for the services you propose? Describe local data that was used to determine the needs of families.

According to the U.S. Census Bureau (2016), 39% of single mother families with children under age 18 live below the poverty level in Natrona County. Climb moms struggle to keep consistent employment due to the challenges of poverty. Almost a quarter of Climb participants report moving three or more times in the past year, and almost half have changed jobs more than three times in a year, creating significant

barriers to success. Besides the challenge of housing, single mothers in poverty struggle with paying everyday bills while affording daycare and rent, compromising young adult job success. Poverty also causes toxic stress for adults significantly limiting their cognitive bandwidth - similar to a decrease in 13 IQ points (Nature, March 2015).

Beyond the single mothers Climb serves, younger children are at risk for significant developmental challenges because of living in poverty during their years of greatest brain development. According to the Annie E. Casey Foundation, low-income parents experience increased daily stress from insufficient income which can compromise good parenting and inevitably affect their children. Poverty can impede young children's cognitive, social, and emotional development; contribute to poor health; and negatively affect educational opportunities and outcomes (Kids Count 2016). Climb believes there is no better way to support children in poverty than by providing their parents an opportunity for self-sufficiency and stability.

2. What is the resource gap(s) that is being addressed by your program?

The Climb program is unique since it considers that long-term self-sufficiency depends not just on employment but on the ability to navigate decisions, conflicts, challenges and emotions successfully. Climb is intentionally designed to accelerate learning and prepare participants for successful long-term employment by providing job skills relevant to professional opportunities; soft skills like workplace communication and conflict engagement to support workplace success; life skills like parenting and budgeting tools to manage life outside of work; and counseling to address barriers that might interfere with success in the workplace. Climb moms work in groups to allow participants an intense opportunity to engage with their peers, practice self-regulation, build networks that last beyond the program and foster relationships that build trust and safety.

The Climb program is addressing the gap in programs specifically offered for low-income single mothers that include a multi-generational, comprehensive and therapeutic approach. As Climb graduates move off public assistance and gain health insurance, they experience a critical sense of independence and self-worth by being able to provide for their children. This empowerment is a huge motivator for long-term success. By providing single mothers an opportunity for stability through self-sufficiency, the program supports the advancement of children in poverty and helps break the generational cycle of poverty.

Climb also strengthens and provides resources for Natrona County area businesses by preparing employees for in demand careers while working with employers to understand their needs pre-program. For example, Casper Climb is planning a Certified Nursing Assistant (CNA) program for 2018 due to high employer demand and is currently communicating with the Wyoming Medical Center about a partnership. As reported in the Casper Star Tribune (August 2017), Wyoming is dealing with a nursing shortage as baby boomers retire and the elderly population increases with the situation expecting to get worse across the state. There are also new home health agencies opening in Casper. Since January 2015, Casper has placed 43 moms in CNA positions.

3. Describe what research based programs and strategies will be utilized to make the program successful.

Climb's research-based program includes the following strategies to make the program successful:

*Program Research and Planning:* Program research and planning activities are conducted year-round but become a strong focus for approximately two to four months prior to the comprehensive training start date. Climb is focused on continuing to remain strategic and effective by researching new programs to align with Wyoming's changing economy and workforce needs. Climb takes pride in our planning phase to both anticipate openings in new industry and to guarantee employability of the participants at the end of the program. In addition, we work closely with current and future employers to craft and adapt each training to specifically meet local employment needs. This research and planning phase ensures that staff will be able to place participants in long-term job opportunities during job placement and that job placements allow the participants to earn a wage that moves them toward self-sufficiency and offers them opportunities for long-term employment.

ATTACHMENT D

**ASSURANCE**

In compliance with this grant proposal, as published by the Department of Family Service, and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the services described in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.

If successful in securing funds for TANF CPI, applicant agrees to the following:

1. Must abide by all rules (if applicable), state, and federal laws applicable to the grant.
2. Must guarantee compliance to federal, state and local fiscal guidelines and reporting requirements applicable to the grant.

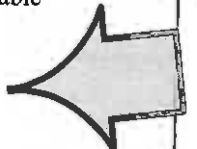
Authorized Representative Signature: \_\_\_\_\_

(County Commissioner Chair)

Printed Name: John Lawson

Date: \_\_\_\_\_

*Assurances must be signed for grant application to be considered.*



For example, due to community need for entry level office administration, Climb is offering a spring Office Careers training in Casper to provide a variety of job placement opportunities. The training includes computer skills, external and internal customer service, typing, small business machines, professionalism and a bookkeeping component.

*Participant Recruitment:* Participant recruitment activities are also conducted year-round but become more intense approximately 2 months prior to the comprehensive training start date, and after the research and planning activities for the program have been completed and requirements of the training and employment are known. Climb's unique participant recruitment approach is vital to connecting well-matched, qualified and ready-to-work individuals to high-quality jobs during job placement.

*Comprehensive Training:* Comprehensive training lasts approximately 2 to 4 months, depending on the job training curriculum. Comprehensive training develops the participants' strengths and builds upon them through extensive training in high-demand, high-growth occupations that lead to self-sufficient wages. Climb participants are guided through job training and also receive services that allow them to begin to address personal barriers to success. The comprehensive training phase includes industry specific training, work readiness training, life skills training, parenting skills training, mental health services (including both group and individual counseling provided by a Licensed Mental Health Provider) and advocacy services.

*Job Placement:* Job placement includes 6 to 8 weeks of subsidized work experience followed by long-term placement. Staff members place participants into positions where they will be able to take what they learned during comprehensive training and transition it to on-the-job training, allowing them to build upon the skills they learned. Staff members work closely with local businesses to commit to the program and consider the participants for a work experience and long-term placement to help them and their families obtain self-sufficiency. Employers can be reimbursed during the 6 to 8 week work experience, and staff members regularly communicate with each employer to ensure that the participants are meeting appropriate expectations and to offer additional support or training as needed.

*Ongoing Support:* Due to the comprehensive nature and intensity of the Climb program model, it is important that Climb prepares the participants to maintain the success they have gained. Life changes come slowly and staff members support participants in meeting challenges as they arise. Ongoing support has proven to be as important to the participants' long-term success as the participant recruitment process. To continue to support the participants, Climb staff members meet with graduates after they finish the program to sustain success in the workplace and family stability. Staff members and graduates meet as a group to discuss life challenges and possible solutions as well as continually review community resources.

### **C. Community Partnerships**

1. A description of how community wide collaboration in planning and implementation occurred.

Casper Climb collaborates with a variety of organizations for participant success.

Department of Family Services, True Care, Casper Housing Authority and Community Action Partnership refers potential participants.

Training partners have recently included Casper College, Dale Carnegie Trainers, and Wyoming Contractors Association Regional Training Center.

Life Skills and training partners include Casper College, Cent\$ible Nutrition, and Natrona County School District.

Recent job placements have been with Farm Bureau Financial Services, Express Employment Professionals, One Call of Wyoming, Farmer's Insurance, Greiner Motors, Gastroenterology and Associates, Shepherd of the Valley, Wyoming Medical Center, All About Family, and Central Wyoming Hospice.

2. List the community partners involved in the program implementation and the resources that will be provided by each partner.

(Additional lines/pages may be added if needed.)

Community Partner	Resource that will be provided
Community Action Partnership	Refers potential participants
Casper College	Training partner
Elissa Ruckle - Dale Carnegie Trainer	Training provider
Wes Bertagnloe - Casper College	Life skills speaker – Active Listening
Department of Vocational Rehab	Providing services for workplace accommodations
St. Mark's Episcopal Services	Provides resources to participants infants
5 Trails Rotary	Provided gift packages to moms and children
Natrona County Library	Training resources
Kyree Corbett – Kids Works	Parenting training
Department of Family Services	Refers potential participants
True Care	Refers potential participants
Cedar's Health	Provides testing
Cent\$ible Nutrition	Life skills speaker
Casper Housing Authority	Refers potential participants
Department of Workforce Services	Provides information on employer needs
Natrona County School District	Meeting host – Transitions

3. Describe how the program will be sustained by the community beyond the funding period.

Climb's long-term sustainability plan includes diversifying income while remaining diligent about expenses. Climb incorporates a comprehensive fundraising strategy that includes: foundation and corporate grant seeking that includes identification of and outreach to appropriate prospects; government grant seeking that includes identification of and application to appropriate federal, state, county and city requests; and private donor cultivation that includes developing and securing an individual donor base with a capacity for significant support of Climb activities. TANF CPI funding is a critical piece of Climb's diversified funding strategy.

Climb has worked to establish adequate operating reserves in light of the unpredictability of federal funding. The statewide Climb organization strives to accumulate reserves equivalent to approximately six months operating expenses. Climb has the flexibility to allocate its reserves to support local programs as needed as the majority of these reserves are unrestricted. Climb has also established an endowment as a long-term investment that generates income that can be used, if needed, to offset a portion of the operational budget.

#### **D. Project Goals and Outcomes**

1. **Goals for the Project:** What are the goals of your program? How will you serve TANF eligible individuals/families?

The foremost goal of every Climb training program is to ensure that low-income single mothers receive the training, skills, and support necessary to reach economic self-sufficiency and to succeed long-term in all aspects of their lives. The goals align with the TANF CPI goals stated above in the following ways:

- Climb will provide services to TANF eligible individuals and families that live at 185% of the Federal Poverty Level or below. Climb will serve 30 single mothers and approximately 60 of their children throughout the year.
- Climb will alleviate poverty and prevent hardship among children and families. Historically, average monthly wages for Natrona County participants rose from \$1,093 before the program to \$2,549 two

years after program completion for employed participants.

- Climb will create effective pathways to economic opportunity, including training and individualized services for those with barriers to employment. Climb's comprehensive training phase of the program provides life skills, work readiness skills and addresses barriers to employment through budgeting, relationship development, anger management, parenting, nutrition, advocating for their children, community involvement, prevention strategies and goal setting. The Climb model is a job training and placement program, but other skills are needed, skills that ensure successful relationships on the job and in the home. Each program accesses experts in these various fields to ensure that participant needs are met through local resources. The Climb curriculum drives these tailored life skills activities and other training components.
- Climb offers services to keep children in their homes or in the homes of relatives. The Climb model is a multi-generational, therapeutic and skills-based intervention that moves women toward self-sufficiency through gainful employment. The therapeutic component of Climb aims to help women protect their mental health, raise strong families, and make a generational impact by modeling healthy relationships and career choices. This combination of services allows the single mothers we serve to overcome their personal barriers to success and make permanent life changes for themselves and their children.
- Climb provides employment, job preparation, and training services. Climb programs include pre-employment skills including job searching techniques, resume writing, interviewing techniques, employee/employer relationships, accepting criticism, and job retention. Climb staff work with the participants to ensure a successful interview process, support the participant during job placement as she practices new skills, and follow up with employer to establish performance evaluations and communication for long-term success. Volunteers donate time as mock interviewers to offer real-life interview practice.
- Climb provides programs and services that include counseling and mentoring. The Climb program provides group and individual counseling by a Wyoming licensed mental health professional. Climb's therapeutic approach creates meaningful relationships in a nurturing learning environment to drive positive, lasting change for families. The therapeutic component of Climb is a key part of the approach that women commit to when joining the program.
- Climb provides parenting skills training. The success of Climb is largely due to these supports provided to women around parenting. A positive parent-child relationship helps kids reach their full potential when living in stressful situations like poverty.
- Climb provides activities to promote parental access and visitation. Climb serves mothers who are working toward reunification with their children. Climb staff play a key role in advocating for site visitation and parental access for participants as they gain stability and move towards self-sufficiency.

Climb will serve TANF eligible single families by addressing the following:

- Climb will help end the dependence of needy parents on government benefits by promoting job preparation and work. In Natrona County, over the past 5 years, Climb has served 104 participants that were on food stamps at intake. Ninety days post program, 83% of the families served showed a decrease in food stamp usage. In the past 5 years, Casper Climb participants have shown a decrease in their usage of public health from 32% before Climb to 27% 90 days post program. In addition, the use of private health care increased from 21% before Climb to 34% 90 days post program.
- Climb will provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives. In 2015, Climb Wyoming was recognized as a "Promising Program" by the Center for the Study of Social Policy in a report highlighting innovative strategies for serving the unique needs of young children and their families in rural areas through a multi-generational approach.

Climb is helping women like Jen, with 2 children, who recently attended an Office Careers training. Jen was unemployed when she came to Climb. After graduation, she was placed at Farm Bureau Financial Services earning \$2,513 per month. In her words, "I had a lot of discouragement with jobs before Climb. I felt like there was no point in trying to even get another job. I'd had issues with co-workers and just didn't feel like I had a place in the working world. At first, I had the least amount of confidence in maintaining relationships of anyone in my Climb program. But by the end, the one-on-one and group counseling had

really helped me come out of my shell. For my son, that's been a great lesson. I tell him, 'Don't assume you're not good enough, put yourself out there!'"

2. **Outcomes:** Using the chart below, please identify the measurable outcomes you expect for TANF eligible individuals/families as a result of program implementation in order to meet the above goals? These measurements will be used to evaluate the program's success.

Complete your outcomes for TANF CPI: (additional lines/pages may be added if needed)

Outcome	Measurement	Activities to Accomplish Outcome	Data/Quality Assurance to be Collected to Validate Measurements
80% of Climb participants who enter a program will successfully complete it.	24 of the 30 participants who enter the program will successfully complete it.	During recruitment, Climb staff help participants address any barriers including childcare and transportation. During the program Climb advocates for participants and provides mental health counseling to overcome barriers for success.	Climb tracks the participants who graduate in our customized participant database that can demonstrate trends over time.
70% of Climb program graduates will be employed after program completion.	17 of these program graduates will be employed one year after program completion	Climb programs include pre-employment skills including job searching techniques, resume writing, interviewing techniques, employee/employer relationships, and job retention. Climb staff work with the participants to ensure a successful interview process and support the participant during job placement as she practices new skills.	Climb conducts participant follow-ups at 3-month intervals from program completion to 24 months post program. Climb collects employment data such as place of employment, hours per week and hourly wages as well as participant and child health insurance data. From program end to 12 months, Climb collects this data by Climb staff contacting participants via phone, email or text. From 15-24 months, Climb contracts with the Wyoming Survey and Analysis Center (WYSAC) to conduct the followups via phone survey.
The target wage post-program will be a wage that moves participants towards self-sufficiency based on the Wyoming Self Sufficiency Standard.	17 program graduates will be earning a wage that moves them towards self-sufficiency based on the Wyoming Self Sufficiency Standard.	Comprehensive training develops the participants' strengths and builds upon them through extensive training in high-demand, high-growth occupations that lead to self-sufficient wages. Climb staff follow up with employers to establish performance evaluations and communication for long-term success.	Climb conducts participant follow-ups at 3-month intervals from program completion to 24 months post program. Climb collects employment data such as place of employment, hours per week and hourly wages as well as participant and child health insurance data.



50% of Climb program graduates who enter the program utilizing food stamps will show a decrease in the dependence on food stamps.	6 of the 12 program graduates who enter the program utilizing food stamps will show a decrease in their dependence on food stamps.	To continue to support the participants, Climb staff members meet with graduates after they finish the program to sustain success in the workplace and family stability.	In order to assess decreasing dependence on government benefits, Climb collects food stamp and childcare data from the Wyoming Department of Family Services.
50% of Climb program graduates who enter the program utilizing public healthcare will show a decrease in the dependence on public healthcare.	3 of the 6 program graduates who enter the program utilizing public healthcare will end their dependence on public healthcare.	To continue to support the participants, Climb staff members meet with graduates after they finish the program to sustain success in the workplace and family stability.	In order to assess decreasing dependence on government benefits, Climb collects healthcare data from the participants through the surveys.
100% of graduates will have received life skills trainings and mental health counseling.	The 30 participants who participate in the Climb program will have received life skills training and mental health counseling.	Climb offers life skills classes as parenting, budgeting, nutrition and more. Climb contracts with a licensed Mental Health Provider at each site and each participant receives individual and group counseling.	Climb staff determine the life skills for each program based on the needs of the participant group. All participants must participate in the mandatory individual and group counseling component of the Climb program.

3. Describe your data collection methods to be used.

Climb has extensive experience collecting data on program participants. Climb's data collection system is designed to respond to the requirements of TANF programs. Staff members track the number of participants who enroll in and complete the program. Climb conducts participant follow-ups at 3 month intervals from program completion to 24 months post program. Climb collects employment data such as place of employment, hours per week and hourly wages as well as participant and child health insurance data. From program end to 12 months, Climb collects this data by Climb staff contacting participants via phone, email or text. From 15-24 months, Climb contracts with the Wyoming Survey and Analysis Center (WYSAC) to conduct the followups via phone and text survey.

A customized database tracks program records and ensures accurate, ongoing data collection. Climb utilizes participant self-report forms, staff observations, interviews and records to document each participant's progress and program outcomes. A pre- and post-program mental health assessment identifies mental health symptoms and tracks decreases in symptoms post program.

Data will be provided in quarterly reports to validate outcomes. Quarterly reports will include training completion, hourly wage pre-program and hourly wage post-program. These quantitative goals were selected because they can be consistently tracked and verified using participant or employer interviews and public records.

4. How will you evaluate the effectiveness of the TANF program for individuals/families served? How do you determine the success of your program?

Always striving to better understand our impact and continually improve our efforts, Climb evaluates the results of the program quantitatively and qualitatively. Since 2005, Climb has partnered with the Wyoming Survey and Analysis Center to follow participants for two years and verify post-program outcomes.

To measure quantitative impact, staff track the number of participants who acquire employment and changes in hourly wage rates, childcare assistance, food stamps and health care status. Using the outcome data collected from participants enrolled in the program, performance is measured and reported in an annual progress report using the following 1) training completion, 2) increase in the employment rate for participants from pre- to post-program, 3) increase in the average monthly wage for participants from pre- to post-program, 4) decrease in the dependence on food stamps and public healthcare for participants from pre- to post-program. Climb also evaluates the Return on Investment to compare increased participant wages to the cost of the program per participant

Qualitatively, after Climb graduation, participants show improvement in several skills individuals need to manage the challenges of life and work. Some of these skills include sustained attention spans, working memory, planning and organization, emotional control, self-monitoring, task initiation, and cognitive flexibility. Through the therapeutic Climb model, the stress associated with poverty is reduced and the ability to access these executive functioning skills increases. The result may provide a lifetime of benefits for children in single parent households.

Beyond the participant, Climb is strengthening businesses by preparing trained workers to succeed and be productive contributors in the workplace. The Climb Programs work directly with employers to ensure that their training needs are met. The benefits to Natrona County are significant as more families move out of poverty. Some of the community benefits include increased school attendance rates, decreased child behavior problems, improved mental health, decreased substance abuse, decreased use of foster care, increased access to private health insurance, and a decrease in the crime rate. Families that break the cycle then have the ability to become positive role models and contributing members of their communities.

Climb has recently received several awards and honors highlighting the model's effectiveness. Some of these include the following:

- In 2016, Climb was invited to present the latest research, ideas and practices on a webinar focusing on serving low-income young parents for the network of TANF stakeholders and those who work with low-income families.
- In 2016, Kevin Concannon, Undersecretary for Food, Nutrition and Consumer Services for the United States Department of Agriculture, met with Climb staff. "It's one of the best programs in the country," Concannon said of Climb.
- In 2016, after researching over 200 organizations, the Institute for Women's Policy Research selected Climb as 1 of 8 programs across the country that are "using innovative approaches to address key unmet needs among job training participants that could provide useful models for providing services cost effectively".
- In 2017, Climb founder and executive director Ray Fleming Dinneen was tapped by The US Partnership on Mobility from Poverty for her expertise and insight. She joined 30 leading practitioners and policymakers from across the country at the Urban Institute in Washington, DC in an invite-only discussion on implementing and scaling ideas to substantially increase mobility from poverty in the United States.
- In 2018, Dr. Fleming Dineen was invited to Washington, DC to share best practices at a small working roundtable session exploring Two Generational Strategies to Promote Success for Young Adult Families, sponsored by the Annie E. Casey Foundation.

## **G. TANF Recruitment**

1. Describe your recruitment and enrollment process or TANF eligible individuals/families?

During recruitment, Climb program staff work hard to locate low-income single mothers who are most in need. Climb staff accept referrals from Natrona County agencies and organizations, post ads in local media,

send direct mail, distribute posters and flyers, host an information meeting, and make presentations at community events. Climb extensively uses digital media to target and reach potential participants, including ads via Google, YouTube and Facebook. Once a single mother has reached out to Climb, staff assist and coach her to overcome obstacles such as low self-esteem, childcare, transportation and housing so that she can participate. Each Climb program serves 8 to 12 low-income single mothers who complete the program as a group that evolves into a strong peer support network that lasts well beyond the end of the program.

2. What is the projected number of TANF eligible individuals that will be served by this program?

Casper Climb will serve 30 single mothers and approximately 60 of their children throughout the year.

3. Provide an explanation on how income information will be gathered to determine TANF eligibility. Income eligibility shall be established by verifying gross family income for the previous month. Applicants shall use a TANF Eligibility Intake Form. A copy of the TANF Eligibility Intake Form shall be attached to this proposal?

Climb uses a rigorous process to ensure income eligibility for the Climb programs. If a potential participant is utilizing food stamps (SNAP), Climb staff members verify this information with the DFS to confirm TANF eligibility. If the potential participant is not utilizing food stamps (SNAP), Climb staff members verify employment and wages by checking pay stubs or verifying income with the applicant's employer to ensure that household income is less than or equal to 185% of the Federal Poverty Level. Other family income statements such as unemployment stubs, tax returns, or income verification from other applicable family members are also collected and included in documentation. Eligibility is documented in each participant's file and reviewed by a Climb home office employee who is specifically trained in eligibility determination. Any questions about eligibility are directed to the grant administrator prior to a participant's acceptance to Climb. Climb has previously worked directly with the Program Manager to receive approval to tailor the TANF Eligibility Intake Form to gather additional information that Climb requires. The attached Program Application form represents the document.

## BUDGET

### Instructions:

1. The budget of the program should be described with enough detail that expenditures of funds could be easily reviewed. Preference will be given to programs concentrating on services rather than programs building their administrative structure.
2. List costs of the program including program costs, administrative costs, total costs, and estimated cost per individual/family.
  - a. The Proposer shall submit a proposed budget in line item detail listing each employee's compensation and benefits and each category of expenditure and the proposed amount. The Contractor shall be required to use the invoice form attached to this proposal.
  - b. The budget shall include a narrative of duties of each employee and an explanation of each line item stating the purpose of the expenditures.
  - c. The Proposer shall separate all administrative costs to verify compliance with administrative limitations.
  - d. Administrative expenses shall not exceed 10% of the non-administrative expenses.
1. Only expenses related to services to TANF eligible individuals/families can be billed to TANF CPI. This means that all grant expenses must show the formula for how the allocation of expenses is determined for TANF eligible individuals/families funded under this proposal. Expenses are based on the percentage of TANF individuals/families vs non-TANF individuals/families served as well as the percentage of time working on TANF-related activities.
2. Program costs are associated with direct service delivery to TANF eligible individuals/families (i.e. salaries, rent). Administrative costs are associated with activities needed to support the program, but are not a direct service to families (i.e. data collection, completion of reports).

### Budget:

1. TANF funds are limited and can only provide a portion of the funding needed for services. What are your other funding sources that will be used to operate the program? (i.e. *Cash contributions and non-federal funds used to support*)

City of Casper - \$39,825 (awarded)  
Wyoming Community Foundation - \$20,000 (awarded)  
Daniels Fund - \$20,000 (will apply)  
The McMurry Foundation - \$20,000 (awarded)  
Newell B. Sargent Foundation - \$10,000 (awarded)  
Cross Charitable Foundation - \$5,000 (awarded)  
Zimmerman Family Foundation - \$5,000 (pending)  
State Farm - \$2,500 (awarded)  
Wheeler Foundation - \$2,000 (awarded)  
Wold Foundation - \$1,500 (awarded)  
Sam's Club Casper - \$1,000 (awarded)  
Bank of the West - \$1,000 (will apply)  
Tate Foundation - \$1,000 (awarded)  
Wells Fargo - \$1,000 (pending)  
First American Title - \$1,000 (awarded)  
U.S. Bank - \$1,000 (awarded)  
Private Donors - \$20,000 (secured)

2. What are the cost/benefits of providing this program? In other terms, what is the Return on Investment (ROI)? ROI is a performance measure used to evaluate the efficiency of an investment.

Climb measures the impact of the program by comparing participants' wages at application and the increased wages the moms earn 90 days post program. The following is a calculation of Climb's Return on Investment (ROI) data for the past 5 years in Natrona County.

- Impact without Program: 37% of Climb participants are employed at intake making an average of \$1,125 in monthly wage income. 63% of participants are unemployed at intake and therefore making \$0 per month. Climb participants are making an average wage of \$408 before the program x 12 months = \$4,896 average annual wage.
- Impact from Program: 90 days post program, 79% of graduates are employed and 21% unemployed making \$1,608 in monthly wage income x 12 months = \$19,296
- Total increase in wages over first year period = \$19,296 - \$4,896 = \$14,400.
- The average decrease in food stamp usage at 90 days post program is \$232 x 12 months = \$2,784.
- Therefore, the **total Return** includes total increased wages of \$14,400 + total savings for reduced food stamp usage of \$2,784 = **\$17,184.**
- The **total Investment** or Cost per Participant is based upon services to 30 newly enrolled participants during the October 2017 to September 2018 grant period costing \$35,000. Cost per participant calculation is  $\$35,000 \div 30 = \$1,167$ .
- Based on increased wages, decreased food stamps and the cost per participant the **Return on Investment (ROI)** in year one is **14.72 to 1.**
- Lifetime Return on Investment is based on an average age of participant being 28 and working until age 65 (37 years post program) at an increased wage and decreased food stamps usage of  $\$17,184 \times 37 \text{ years} = \$635,808 \div \$1,167 = \mathbf{544.82 \text{ to } 1.}$

**Amount Requested from Proposal:**

**\$35,000**

	Program Costs	Administration Costs	Summary and Justification for Budget Expense
Salaries Admin: Activities spent managing the grant. Program: Wages for all staff who provide direct client services.	19,000	2,100	Program Director (\$63,872 annual salary) is responsible for oversight and/or implementation of all aspects of the Climb program model with a primary focus on program coordination, planning and administration. Assistant Program Director (\$42,500 annual salary) is responsible for assisting the Program Director with implementation of all aspects of the Climb program model with a primary focus on program coordination and planning. Business Liaison (\$53,000 annual salary) is responsible for establishing relationships with businesses and industries; working with training entities to ensure job-skills training meets industry needs; recruiting employers; facilitating participant work placements; coordinating employer work evaluations; preparing case notes; assisting with the coordination of participant services such as vaccinations, drug tests, work clothing purchases, etc.; and addressing participant work needs as they arise. Program Coordinator (\$41,000 annual salary) is responsible for performing tasks required to ensure coordination of the multiple programs happening simultaneously throughout the office. Position is also responsible for efficiency of case

			management in order to meet the needs of participants, Climb staff members and community agencies. Program Coordinators also develop healthy and effective relationships that support the work of both Climb staff members and Climb participants. Administrative salaries are to support Climb's centralized home office of 5-6 administrative staff that support the entire statewide operations to handle such things as budgeting, grant reporting, financial processing, insurance, auditing, and human resources. The amount reflected on this budget represents an allocation of time spent directly supporting the site as well as this grant.
Employer Paid Benefits Admin: Activities spent managing the grant. Program: Wages for all staff who provide direct client services.	500	500	Retirement, health, dental, vision, and life insurance expenses for those employees that participate in Climb's insurance plan. (Program Director \$1,957; Assistant Program Director \$1,244; Business Liaison \$173; Program Coordinator \$41)
Employer Payroll Taxes Admin: Activities spent managing the grant. Program: Wages for all staff who provide direct client services.	1,710	400	Employer paid payroll taxes are estimated at 10% of the salaries budgeted. (Program Director \$6,387; Assistant Program Director \$4,250; Business Liaison \$5,300; Program Coordinator \$4,100)
Supplies Admin: Supplies and expenses needed to manage the grant. Program: Supplies needed for instructor use.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Recruiting and Marketing Cannot include promotional items.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Travel Travel necessary to serve participants.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Rent and utilities Admin: Rent and utilities for time spent managing the grant. Program: Rent and utilities for space provided to direct services for participants.	4,785	Click here to enter text.	Rent and utilities for office space, classrooms, and group/individual mental health treatment space. Also includes phone, fax, internet services, and cleaning of office space.
Participant Tuition and Class Fees	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant Class Supplies and Materials	100	Click here to enter text.	Materials to meet needs of participants during training and group activities.
Participant License and Certification Fees	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant Drug and Aptitude Screening	Click here to enter text.	Click here to enter text.	Click here to enter text.

Can include other types of assessments.			
Work Support Services and Clothing	850	Click here to enter text.	Items needed to successfully complete training and work experience. Includes steel-toed boots, coveralls, gloves, tools, scrubs, professional attire and more.
Participant Wages	3,555	Click here to enter text.	Employer wage reimbursement for supervised on-the-job training.
Participant Fringe Benefits	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant Incentives	1,000	Click here to enter text.	Incentives earned by participants for completed goals to assist them with living expenses while in training.
Other Student Needs: Mental Health Provider	500	Click here to enter text.	Amounts paid to contracted mental health provider for group and individual counseling services.
<b>Sub-Total</b>	32,000	3,000	<b>Total Administrative Costs cannot exceed 10% of your total Program Costs</b>
<b>TOTAL BUDGET (Program + Admin)</b>	35,000		
Number of Individuals Planning to Serve	30		
Cost Per Individual	1,166.67		

## ASSURANCE

In compliance with this grant proposal, as published by the Department of Family Service, and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the services described in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.

If successful in securing funds for TANF CPI, applicant agrees to the following:

1. Must abide by all rules (if applicable), state, and federal laws applicable to the grant.
2. Must guarantee compliance to federal, state and local fiscal guidelines and reporting requirements applicable to the grant.

Authorized Representative Signature: \_\_\_\_\_

(County Commissioner Chair)

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

*Assurances must be signed for grant application to be considered.*



### **Part 3. CHECKLIST: CONTENTS OF APPLICATION**

Please use this checklist to help assure all grant application components are included in your finished proposal.

- ☒ Cover Sheet
- ☒ Proposal
- ☒ Budget
- ☒ Assurance
- ☒ Other Information
  - ☒ Copy of TANF eligibility intake form to be used by each sub-recipient
  - ☒ Wyoming Secretary of State Registration (if applicable)
  - ☒ Certificate of Good Standing (if applicable)

## **Part 4. Quarterly Report and Invoice**

*NOTE: Completion of this report and invoice will be mandatory to awardees*



**Temporary Assistance for Needy Families  
Wyoming Department of Family Services**

# **TANF CPI FFY 19 Quarterly Report and Invoice**

**County/Tribe:**

**Reporting Period:**

**Date:**

_____	_____
_____	_____
_____	_____

**Statistics:**

During the quarter, please provide the below information on all the TANF individuals you served. Please provide a month and year for each entry.

During the quarter, please provide the below information on all the TANF individuals you served. Please provide any other relevant data you wish to share.

[illegible]

**Evaluation of Outcomes:**

Outcome	Performance Measure	Activities/Collaborations Conducted to Meet Outcome	Evaluation
<i>Will be added from proposal response.</i>	Click here to enter text.	Click here to enter text.	Click here to enter text.
<i>Will be added from proposal response.</i>	Click here to enter text.	Click here to enter text.	Click here to enter text.
<i>Will be added from proposal response.</i>	Click here to enter text.	Click here to enter text.	Click here to enter text.

**Successes and Challenges:**

Please share quarterly successes and challenges.

## Quarterly Invoice: County Commissioners

**Submit To:**

Corrine Livers

Corrine.livers@wyo.gov

**Expenditures for the Month and Year of:** \_\_\_\_\_

Submitted on \_\_\_\_\_

	Program Costs	Admin. Costs	YTD	Budget
Salaries				
Employer Paid Benefits				
Employer Payroll Taxes				
Supplies				
Recruiting and Marketing				
Travel				
Rent and Utilities				
Participant Tuition and Class Fees				
Participant Class Supplies and Materials				
Participant License and Certification Fees				
Participant Drug and Aptitude Screening				
Work Support Services and Clothing				
Participant Wages				
Participant Fringe Benefits				
Participant Incentives & Expenses				
Other Participant Needs				
Sub-Total				
TOTAL (Program + Admin)				
Number of Participants Served				
Cost Per Participant				

**COVER PAGE**

1. County/Tribe: Natrona County
2. Project Administrator. Ensures programs are being implemented correctly, communicates grant changes and provides requested paperwork and data to Department of Family Services. All Communication regarding this proposal shall be conducted through this person.

Name: Marilyn Dymond Wagner

Title: Interim Executive Director

Organization: Community Action Partnership of Natrona County

Address: 800 Werner Ct., Suite 201 Casper, WY 82601

Phone: 307-232-0124

Email address: mdymond@natronacounty-wy.gov

3. Primary Contact for the Sub-recipient. Implements the program.

Name: Amanda Lewallen

Title: Community Engagement Director

Organization: Greater Wyoming Big Brothers Big Sisters

Address: 400 E 1<sup>st</sup> St. Suite 310, Casper, WY 82601

Phone: 307-265-2227

Email: amanda@wyobbbs.org

4. Program Name: Greater Wyoming Big Brothers Big Sisters, Natrona County
5. Requested Amount: \$15,000

## PROPOSAL

### A. Summary of Proposed Program

1. Please provide a synopsis of the program you propose.

GWBBBS proposes providing mentoring programming for youth ages 5-16 and quarterly family engagement activities to provide assistance to at-risk families so that children may be cared for in their own homes. Our agency is grounded in the philosophy that positive outcomes occur from building strong, trusting relationships with families served. Children may be removed from their homes because of parental arrests or criminal charges, mental health issues, divorce, trauma and crisis, alcohol or drug abuse, domestic violence, or child maltreatment. Through the last 47 years GWBBBS has provided programming in Wyoming, the agency has encountered and worked closely with families experiencing the above situations. Currently, 82% of youth served by GWBBBS in Natrona County meet or exceed poverty levels and half of the youth served live with single parents, grandparents or foster parents.

Case management is provided on a monthly basis, and includes an assessment of child growth and development, as well as child safety. GWBBBS is in a unique position to be able to connect with families in a trusting, non-intrusive way. Families can feel apprehensive about receiving services due to the perceived stigma or fear of negative consequences. As staff builds trusting relationships with youth and their families, staff are able to assess risk factors and can help families connect to partnering agencies and receive services before situations become so disruptive that a child is removed from their home. GWBBBS is able to provide referrals to community resources and improve family connections and interactions with school personnel, counselors, and court systems.

2. Is this program different than previous programs operated with TANF funds in the past?  
Yes ☐ No ☒ If so, how is it different?

3. Area(s) served.

Natrona County

3. Population served.

Greater Wyoming Big Brothers Big Sisters will serve all interested income-eligible youth ages 5-16, as well as their families, who are at-risk for not being able to care for their children in their home or in the home of relatives.

4. Beginning and end date of program.

October 1, 2018 to September 30, 2019

5. Program availability: when is the program offered (i.e. time of day, how often, time of year)?

Programming is offered year round. Once screened and enrolled, youth and their mentors meet approximately once a week for about two to three hours at a mutually agreed upon time and location in the community. If youth are involved in site-based mentoring, they meet with their mentor at the same time and same location—often a school—each week. Case managers contact both volunteers and families at least once a month to evaluate relationship development, assess child safety, and document youth development. Family engagement activities are hosted at least quarterly and provide opportunities for families to increase parental knowledge, grow community and social connections, and strengthen family bonds and resilience. Higher-risk families can be paired with trained care coordinators as times of need emerge to create a system of natural supports through professional networks and systematic case management.

#### **B. Statement of Need**

The intent of TANF CPI is to provide Counties with programs that meet specific needs of their community.

1. How have you determined there is a need for the services you propose? Describe local data that was used to determine the needs of families.

2016 Prevention Needs Assessment data for Natrona County indicates that almost one in four (25%) of youth indicate they do not have someone at school they can talk to about their problems. GWBBBS seeks to provide a positive role model for income eligible youth, especially those with risk factors such as living in a single parent household, poor family management, or other family risk factors. PNA data also indicates the two most common problem behaviors included perceived risk and harm of drugs, parental favorable attitudes toward antisocial behavior or towards drugs. Additionally, 15% of youth indicate a parent was in jail/prison for 30 days or more.

Many families would qualify for TANF. Data from the school districts indicates that this year 39% of Natrona SD#1 students receive a free or reduced price lunch. In 2017, 82% of GWBBBS youth were living at or below poverty thresholds.

2. What is the resource gap(s) that is being addressed by your program?

One in four Natrona County youth reported they did not have an adult they can talk to according to the 2016 PNA Survey results. GWBBBS would be providing a positive role model for TANF eligible at-risk youth in Natrona County. The program would also be closely working with families, providing monthly case management to assess family strengths and needs, hosting quarterly family engagement activities, connecting families with local resources, and serving as an advocate for families during times of need. Through the strong relationships formed between the agency and family, BBBS is able to reach these families as a natural extension of the free mentoring services provided to youth. This unique approach may allow BBBS to reach families that may not be receiving services elsewhere due to fear, embarrassment, or lack of knowledge of services. GWBBBS can refer families as needed to



services through community partners and organizations in order to increase opportunities for success.

3. Describe what research based programs and strategies will be utilized to make the program successful.

Big Brothers Big Sisters youth mentoring has been endorsed as a Legacy Best Practice prevention program by US Department of Health and Human Services Substance Abuse Mental Health Services Administration (SAMHSA), an Effective program by the Office of Juvenile Justice and Delinquency Prevention (OJJDP) and the US Department of Justice National Institute of Justice (NIJ), and is listed as Promising in the Blueprints for Youth Development matrix.

Mentoring and relationship building is at the center of all the services the agency provides. Mentoring is a catalyst in the complex formula of variables yielding in positive youth outcomes, often impacting more than one developmental area, as well as hard and soft skills (DuBois et al, 2011). Youth in mentoring relationships experience “teachable moments” when mentors expose them to new experiences or challenge youth to expand or refine their already existing skills. Positive attitudes about learning also transcend to academic settings, allowing impacting academic curiosity, motivation, and performance. In a meta-analysis of 73 different evaluations of mentoring programs, mentors can “help shift youth’s conception of both their current and future identity” (DuBois et al., 2011). Multiple studies indicate that mentoring benefits high-risk youth in a variety of ways, including reductions in recidivism, social conflicts, depression, and substance abuse (DuBois et al, 2011; MacArthur, Higgenbotham, & Ho, 2013; Herrera et al, 2013). Mentoring can change also the perspective of the youth about the usefulness of community’s resources and the importance of community and school to the youth (National Dropout Prevent Center, 2013). Youth in BBBS programs can engage in positive socialization, feel secure, be listened to, and be validated by an adult other than their parents.

Families with risk factors such poverty, functioning with one parent, and coping with other stresses can form a trusting, secure relationship with GWBBBS that allows for growth and increased family resilience. A 2017 study by Ridings, Beasley, & Silovsky indicates that social support and family resources are “pivotal protective factors in buffering against child maltreatment.”

### C. Community Partnerships

1. A description of how community wide collaboration in planning and implementation occurred.

The Natrona Branch of GWBBBS has a community resource committee to advise the organization of community needs and opportunities. Additionally, GWBBBS works closely with community partners. In the last year, partnerships have allowed for increased community

awareness about programming and opportunities, as well as collaboration in recruiting youth, families, and volunteers.

2. List the community partners involved in the program implementation and the resources that will be provided by each partner.

(Additional lines/pages may be added if needed.)

Community Partner	Resource that will be provided
Natrona County Prosecuting Attorney's Office	Referrals, coordination of services for at-risk youth
Safe Kids, Safe Communities	Connections to community resources for at-risk families, CS volunteer opportunities for PY
Natrona County Prevention Coalition	Referrals, connections to community resources for at-risk families, community service volunteer opportunities
Mercer Family Resource Center	Referrals, connections to community resources for at-risk families, coordination of services for at-risk youth
Natrona County PMO	Connections to community resources for at-risk families
Youth Crisis Center and Group Home	Referrals, coordination of services for at-risk youth
Natrona County School District	Referrals, outreach
Casper Family YMCA	Activities space, positive recreation opportunities
Natrona County Juvenile Services Board	Referrals, coordination of services for at-risk youth

3. Describe how the program will be sustained by the community beyond the funding period.

GWBBBS continuously works to diversify funding for the most sustainable future. The agency receives state grants, funding from local government entities, and foundation grants. In addition to grants, the agency has been working to increase private donations. The agency has been working on cultivating donor relationships in order to secure long term giving and has had some success as a result of these relationships. The process is designed to show results over time and the agency plans to continue donor cultivation and stewardship over time in order to continue to diversify its funding.

#### **D. Project Goals and Outcomes**

##### **Project Goals and Outcomes**

1. **Goals for the Project:** What are the goals of your program? How will you serve TANF eligible individuals/families?

The goals of GWBBBS will be to provide 15 eligible youth with one to one mentoring and host at least one family engagement activity each quarter.

2. **Outcomes:** Using the chart below, please identify the measurable outcomes you expect for TANF eligible individuals/families as a result of program implementation in order to meet the above goals? These measurements will be used to evaluate the program's success.

Complete your outcomes for TANF CPI: (additional lines/pages may be added if needed)

Outcome	Measurement	Activities to Accomplish Outcome	Data/Quality Assurance to be Collected to Validate Measurements
80% of youth will improve or maintain positive attitudes in relation to educational success, risk attitudes, and/or socio-emotional competency.	Youth Outcomes Survey	<i>One to one mentoring activities—youth and volunteers meet approximately once a week for 6 months (site based mentoring) or 12 months (community based mentoring)</i>	Baseline and follow-up (at 6 months for site based mentoring or at 12 months for community based mentoring)
80% of youth will improve or maintain positive attitudes in relation to parental trust or adult relationships.	Youth Outcomes Survey	<i>Quarterly family engagement activities.</i>	Baseline and follow-up (at 6 months for site based mentoring or at 12 months for community based mentoring)

3. Describe your data collection methods to be used.

GWBBBS will utilize a nationally developed measuring tool called the Youth Outcomes Survey (YOS) to measure outcomes and program effectiveness. The YOS measures improvements in the following areas: scholastic competence, educational expectations, grades, truancy, social acceptance, parental trust, special adult in their lives, juvenile justice, and risk avoidance. These measurements are linked to three overall strategic outcomes selected by Big Brothers Big Sisters on a national level: educational success, avoidance/reduction of risky behaviors, and socio-emotional competence. The YOS was developed and tested by top mentoring researchers in 2007 and 2008 and was implemented by BBBS agencies in 2009.

Surveys are administered to children over the age of nine upon enrollment in a program and then again after children have been in the program for a year. The first survey gives a

baseline for each child and will allow for a comparison with results from the second survey. Staff compliance rates for administering the YOS are closely supervised on a national level by Big Brother Big Sister of America. Staff understand the results are crucial to the agency in order to determine the effectiveness of the programs and in order to be able to provide a deeper level of accountability to funders.

4. How will you evaluate the effectiveness of the TANF program for individuals/families served? How do you determine the success of your program?

GWBBBS will evaluate the effectiveness of the TANF program through the results of the Youth Outcomes Survey. However, since these results are only available 6 to 12 months after the baseline is completed, case managers keep detailed notes during monthly contact with families and volunteers. Case managers also create a youth development plan and can incorporate family goals as well. During the period between the baseline and follow-up survey, case managers can mark individual and family progress, determine if any goals should be modified or newly set, and provide support and encouragement as families and youth make progress.

#### G. TANF Recruitment

1. Describe your recruitment and enrollment process or TANF eligible individuals/families?

GWBBBS works closely with school teachers and staff, community counselors and therapists, and other community organizations to connect with at-risk youth and families. The agency also recruits youth and families at community events.

2. What is the projected number of TANF eligible individuals that will be served by this program?

GWBBBS anticipates serving 15 youth. There are currently 23 youth or families in Natrona County that could be eligible based on this last year's enrollment records.

3. Provide an explanation on how income information will be gathered to determine TANF eligibility. Income eligibility shall be established by verifying gross family income for the previous month. Applicants shall use a TANF Eligibility Intake Form. A copy of the TANF Eligibility Intake Form shall be attached to this proposal?

TANF income information is gathered during the youth and family enrollment process by case managers. Families complete a registration form, which includes income data and the number of adults and children in the household; intake also includes a family assessment, where risk factors are evaluated. Upon completion of the enrollment processes, case managers designate vetted youth and families as TANF verified in the GWBBBS secure, online database, where monthly/quarterly reports are generated for accurate reporting. Copies of completed forms are secured in locked filing cabinets.

## BUDGET

### Instructions:

1. The budget of the program should be described with enough detail that expenditures of funds could be easily reviewed. Preference will be given to programs concentrating on services rather than programs building their administrative structure.
2. List costs of the program including program costs, administrative costs, total costs, and estimated cost per individual/family.
  - a. The Proposer shall submit a proposed budget in line item detail listing each employee's compensation and benefits and each category of expenditure and the proposed amount. The Contractor shall be required to use the invoice form attached to this proposal.
  - b. The budget shall include a narrative of duties of each employee and an explanation of each line item stating the purpose of the expenditures.
  - c. The Proposer shall separate all administrative costs to verify compliance with administrative limitations.
  - d. Administrative expenses shall not exceed 10% of the non-administrative expenses.
1. Only expenses related to services to TANF eligible individuals/families can be billed to TANF CPI. This means that all grant expenses must show the formula for how the allocation of expenses is determined for TANF eligible individuals/families funded under this proposal. Expenses are based on the percentage of TANF individuals/families vs non-TANF individuals/families served as well as the percentage of time working on TANF-related activities.
2. Program costs are associated with direct service delivery to TANF eligible individuals/families (i.e. salaries, rent). Administrative costs are associated with activities needed to support the program, but are not a direct service to families (i.e. data collection, completion of reports).

### Budget:

1. TANF funds are limited and can only provide a portion of the funding needed for services. What are your other funding sources that will be used to operate the program? (i.e. *Cash contributions and non-federal funds used to support*)

Department of Family Services  
City of Casper  
Natrona County Recreation Board  
Casper Star-Tribune  
Skelton Foundation

2. What are the cost/benefits of providing this program? In other terms, what is the Return on Investment (ROI)? ROI is a performance measure used to evaluate the efficiency of an investment.

The exact value of prevention is difficult to measure, but it is easy to consider how the investment of a relatively small amount of funds early can save thousands in intervention services later. At an anticipated cost of approximately \$1,000 per youth/family served, the proposed program is much less expensive than most traditional approaches.

- Functional Family Therapy (A short-term family therapy intervention and juvenile diversion program helping at-risk children and delinquent youth to overcome

adolescent behavior problems, conduct disorder, substance abuse and delinquency) is estimated at \$2,800 (blueprintsprogram.org).

- 2014 data indicates the Wyoming Girls' School costs \$261 per day based on an operating capacity of 64 girls and the Wyoming Boys' School costs \$222 per day based on an operating capacity of 100 (Justice Policy Institute).
- Wyoming foster care costs for children in the same age groups served by GWBBBS range from \$859-\$941 per month (Ahn, DePanfilis, Frick, & Barth, 2018).

These costs are significantly higher than the average of \$1,000 per family per year it would cost the GWBBBS program.

A research brief from Mentor.org indicated that for every dollar invested in effective mentoring programs, there is a return of \$2.72. This positive return on investment reflects projected increases in lifetime earnings, as well as dollars saved through evidence-based mentoring-related outcomes, such as reduced juvenile delinquency and crime, improved school attendance, higher graduation rates, and lowered risk of youth involvement in costly behaviors such as drug, alcohol, and tobacco use.

**Amount Requested from Proposal:**

**\$15,000**

	Program Costs	Administration Costs	Summary and Justification for Budget Expense
<b>Salaries</b> Admin: Activities spent managing the grant. Program: Wages for all staff who provide direct client services.	\$9,189	\$1,200	Program -BBBS Case Management at Natrona Branch - duties include: family and volunteer recruitment and identification, enrollment and screening, assessment, matching, match supervision and support, planning and implementation of family engagement activities, and coordination with community partners.
<b>Employer Paid Benefits</b> Admin: Activities spent managing the grant. Program: Wages for all staff who provide direct client services.	Click here to enter text.	Click here to enter text.	Click here to enter text.
<b>Employer Payroll Taxes</b> Admin: Activities spent managing the grant. Program: Wages for all staff who provide direct client services.	\$1,447	\$164	FICA, Unemployment, & Workers Compensation
<b>Supplies</b> Admin: Supplies and expenses needed to manage the grant. Program: Supplies needed for instructor use.	Click here to enter text.	Click here to enter text.	
<b>Recruiting and Marketing</b> Cannot include promotional items.	Click here to enter text.	Click here to enter text.	Click here to enter text.
<b>Travel</b> Travel necessary to serve participants.	Click here to enter text.	Click here to enter text.	Click here to enter text.
<b>Rent and utilities</b> Admin: Rent and utilities for time spent managing the grant. Program: Rent and utilities for space provided to direct services for participants.	\$3,000	Click here to enter text.	\$3,000 for a percentage of rent for case management offices and confidential interview space;
<b>Participant Tuition and Class Fees</b>	Click here to enter text.	Click here to enter text.	Click here to enter text.
<b>Participant Class Supplies and Materials</b>	Click here to enter text.	Click here to enter text.	Click here to enter text.
<b>Participant License and Certification Fees</b>	Click here to enter text.	Click here to enter text.	Click here to enter text.

Participant Drug and Aptitude Screening Can include other types of assessments.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Work Support Services and Clothing	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant Wages	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant Fringe Benefits	Click here to enter text.	Click here to enter text.	Click here to enter text.
Participant Incentives	Click here to enter text.	Click here to enter text.	Click here to enter text.
Other Student Needs: Description -	Click here to enter text.	Click here to enter text.	Click here to enter text.
Sub-Total	\$13,636	\$1,364	Total Administrative Costs cannot exceed 10% of your total Program Costs
TOTAL BUDGET (Program + Admin)	\$15,000		
Number of Individuals Planning to Serve	15		
Cost Per Individual	\$1,000		



### ASSURANCE

In compliance with this grant proposal, as published by the Department of Family Service and Natrona County, and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the services described in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.

If successful in securing funds for TANF CPI, subcontractor agrees to the following:

1. Must abide by all rules (if applicable), state, and federal laws applicable to the grant.
2. Must guarantee compliance to federal, state and local fiscal guidelines and reporting requirements applicable to the grant.

Authorized Representative Signature: \_\_\_\_\_

(Agency)

Printed Name: \_\_\_\_\_

*Amanda Lewallen*

Date: \_\_\_\_\_

*4/4/18*

*Assurances must be signed for grant application to be considered.*

### **Part 3. CHECKLIST: CONTENTS OF APPLICATION**

Please use this checklist to help assure all grant application components are included in your finished proposal.

- ☒ Cover Sheet
- ☒ Proposal
- ☒ Budget
- ☒ Assurance
- ☐ Other Information
  - ☒ Copy of TANF eligibility intake form to be used by each sub-recipient
  - ☒ Wyoming Secretary of State Registration (if applicable)
  - ☒ Certificate of Good Standing (if applicable)



Greater Wyoming  
**Big Brothers Big Sisters**

## Child Enrollment

Parent/Guardian name(s): \_\_\_\_\_  
Street address: \_\_\_\_\_ Zip code: \_\_\_\_\_  
Mailing address (if different): \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_  
Best time to call: ☐ Anytime ☐ Leave Message ☐ Other: \_\_\_\_\_  
May we contact you at work? ☐ Yes ☐ No Place of employment: \_\_\_\_\_  
Who should we call in case of an emergency if you cannot be reached?  
Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Many grants and funding are awarded to Big Brothers Big Sisters based on many variables and statistics.  
Providing all information on the following pages is extremely important for helping BBBS  
maintain funding or apply for additional funding to support our programs.  
All information provided is **CONFIDENTIAL** according to the BBBS consent and release

How many people live in your household? \_\_\_\_\_

Approximately how much income does your household earn before taxes? \$ \_\_\_\_\_ per \_\_\_\_\_

### Child Information:

Child's first name: \_\_\_\_\_ Last name: \_\_\_\_\_  
Nickname: \_\_\_\_\_ Child's Social Security #: \_\_\_\_\_  
Birthday: \_\_\_\_/\_\_\_\_/\_\_\_\_ ☐ Boy ☐ OR ☐ Girl ☐ OR ☐ Other Race: \_\_\_\_\_  
Child cell phone: \_\_\_\_\_ Child email: \_\_\_\_\_  
School: \_\_\_\_\_ Grade: \_\_\_\_\_  
Teacher (if Junior High student, indicate math and English teachers) \_\_\_\_\_

Check all that apply to your child:

☐ Limited proficient English ☐ Receiving a free or reduced price lunch ☐ Has an IEP or 504 plan

List any medical / food allergies your child has. Are there any other medical conditions we should be aware of?  
\_\_\_\_\_

Is your child currently involved in any other BBBS programs?

☐ Enrolled in a community or site based match ☐ SOAR ☐ Progressive Youth ☐ Diversion

Your relationship to child (mom, dad, grandma, foster-mom, step-dad, etc.) \_\_\_\_\_

(continue to next page)

# Consent and Release

Big Brothers Big Sisters will keep information we learn about you and your family private. We have a confidentiality policy that explains what we can and cannot share with other people. By signing your name on the line at the bottom of this page, you are agreeing to let us serve you and your family using our policy. The sentences below explain what is in the policy. You may ask us for the entire policy before signing below at any time.

There are a few situations where we will not keep information about you and your family private. They are:

- We can share information with anyone who works for Big Brothers Big Sisters.
- We can share information with other people if you have told us in writing that we can.
- We can tell other people that you are in our program and can use your name or your child (ren)'s names and pictures (etc) in the newspaper, on television, and in our advertising. You can keep us from using names and pictures by telling us in writing.
- Sometimes the board of directors of Big Brothers Big Sisters can learn about private information.
- Big Brothers Big Sisters of America is allowed to see our files.
- We will share information with the police or courts only if we are served with a subpoena.
- We may share information with our attorney(s).
- We can report information to the police or state of Wyoming if we think your child may be abused or if we think you or your child might hurt him or herself or other people.
- We can share information with volunteers that might work with you or your child (ren).

## Optional Release of Information

By signing below, you agree to allow us to share information with and receive information from these people or places:

\_\_\_\_\_ Natrona County School District #1 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If you complete this section, you agree that we can talk with them about you and your child in order to inform them about what we are doing to serve your family and to learn more about how we can serve you. If you later change your mind, you can tell us in writing and we will no longer share information. We will also stop sharing information if you leave the Big Brothers Big Sisters program.

☐ I do ☐ do not give my child(ren) permission to participate in activities involving firearms, including hunting, with their Big Brother/Sister.

*I have read and understand this form and agree to enrollment in BBBS under the conditions it describes.*

\_\_\_\_\_  
Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

**STATE OF WYOMING**  
**Office of the Secretary of State**

I, EDWARD A. BUCHANAN, SECRETARY OF STATE of the STATE OF WYOMING, do hereby certify that according to the records of this office,

**Greater Wyoming Big Brothers Big Sisters**

is a  
**Nonprofit Corporation**

formed or qualified under the laws of Wyoming did on **May 31, 1972**, comply with all applicable requirements of this office. Its period of duration is Perpetual. This entity has been assigned entity identification number **1980-000117057**.

This entity is in existence and in good standing in this office and has filed all annual reports and paid all annual license taxes to date, or is not yet required to file such annual reports; and has not filed Articles of Dissolution.

I have affixed hereto the Great Seal of the State of Wyoming and duly generated, executed, authenticated, issued, delivered and communicated this official certificate at Cheyenne, Wyoming on this 25th day of March, 2018 at 3:01 PM. This certificate is assigned 025959537.



  
Secretary of State

Notice: A certificate issued electronically from the Wyoming Secretary of State's web site is immediately valid and effective. The validity of a certificate may be established by viewing the Certificate Confirmation screen of the Secretary of State's website <http://wyobiz.wy.gov> and following the instructions displayed under Validate Certificate.



**Matthew H. Mead**  
Governor

**State of Wyoming**  
**Department of Workforce Services**  
THE DIVISION OF WORKERS' COMPENSATION  
1510 East Pershing Boulevard  
Cheyenne, WY 82002  
<http://www.wyomingworkforce.org>



**John Cox**  
Director  
**John Ysebaert**  
Deputy Director

Recipient:

Employer:

GREATER WYOMING BIG BROTHERS BIG  
SISTERS  
Attn: HANNA ESLINGER  
1010 S 6TH ST.  
LARAMIE, WY 82070

GREATER WYOMING BIG BROTHERS BIG  
1010 SOUTH 6TH STREET  
LARAMIE, WY  
82070-2070

**WORKERS' COMPENSATION CERTIFICATE OF GOOD STANDING**

Mail Date: 12/7/2017

EXPIRATION DATE: 12/7/2018

Job Reference:

This is to certify that the above named employer is in compliance with the Wyoming Workers' Compensation Act. The account is in good standing as of the above date. Sole proprietors and partners are not eligible for coverage under the Wyoming Workers' Compensation Act if they do not employ regular employees.

Wyoming Workers' Compensation monthly/quarterly payroll reports shall be submitted and payments made on or before the last day of the month following the month for which the earnings are computed and paid.

In private work, a contractor is liable for the payment of Workers' Compensation premiums for the employees of any subcontractor, if the subcontractor primarily liable has not paid the premiums as provided in the Act, pursuant to Wyoming Statute 27-14-206. Contractors should request a Certificate of Good Standing from the subcontractor before making final settlement of the contract.

If you have any further questions or concerns, please contact our office at 307-777-6763.

Sincerely,

Office Support Specialist  
Division of Workers' Compensation



**Matthew H. Mead**  
Governor

**State of Wyoming**  
**Department of Workforce Services**

Unemployment Tax  
P.O. Box 2760  
Casper, WY 82602 2760  
Phone 307-235-3217  
Fax 307-235-3278



**John Cox**  
Director  
**John Ysebaert**  
Deputy Director

GREATER WYOMING BIG BROTHERS BIG SISTERS  
HANNA ESLINGER  
1010 S 6TH ST.  
LARAMIE, WY 82070

**UNEMPLOYMENT INSURANCE CERTIFICATE OF GOOD STANDING**

**CERTIFICATE**

<b>NUMBER:</b>	18021
<b>ONLY VALID AS ISSUED TO:</b>	GREATER WYOMING BIG BROTHERS BIG SISTERS
<b>EFFECTIVE DATE:</b>	12/7/2017
<b>EXPIRATION DATE:</b>	12/7/2018

**PROJECT:**

A review of the Division files indicates that GREATER WYOMING BIG BROTHERS BIG is in compliance with the Wyoming Unemployment Insurance requirements as of the effective date shown above.

This certificate holds you, the recipient, harmless for unpaid Unemployment Insurance debt owed by the certified company during the period set forth above. If you continue to use GREATER WYOMING BIG BROTHERS BIG after the expiration date of this certificate, you may be held liable for their unpaid Unemployment Insurance debt pursuant to Wyoming Statute 27-3-502(f).

GREATER WYOMING BIG BROTHERS BIG  
1010 SOUTH 6TH STREET  
LARAMIE, WY 82070



Travelers Casualty and Surety Company of America  
Hartford, CT 06183

**PUBLIC OFFICIAL BOND -  
FOR DEFINITE TERM**

**BOND NO.** 106899414

KNOW ALL MEN BY THESE PRESENTS, That we Tamara M. Saulsbury  
of 200 N. Center Street, Ste. 300 CASPER, WY 82601, as Principal, and  
Travelers Casualty and Surety Company of America, a corporation of CT, as Surety are held  
and firmly bound unto Natrona County in the  
penal sum of Five Thousand ( \$5,000.00 ) Dollars, lawful money  
of the United States of America, for the payment of which well and truly to be made, said principal binds  
himself/herself, his/her heirs, executors, administrators and assigns, and said Surety binds itself, its  
successors and assigns, jointly and severally, firmly by these presents.

SEALED and dated this 03 day of April, 2018.

WHEREAS, the said principal has been ☐ elected or ☒ appointed to the office of:  
Assessor for a definite term beginning April 02, 2018  
and ending January 07, 2019 and is required to furnish a bond for the faithful performance of  
the duties of the said office or position.

NOW, THEREFORE THE CONDITION OF THIS OBLIGATION is such that if the above bounden  
Principal shall (except as hereinafter provided) faithfully perform the duties of his/her said office or  
position during the said term, and shall pay over to the persons authorized by law to receive the same  
all moneys that may come into his/her hands during the said term without fraud or delay, and at the  
expiration of said term, or in case of his/her resignation or removal from office, shall turn over to  
his/her successor all records and property which have come into his/her hands, then this obligation to  
be null and void; otherwise to remain in full force and effect.

PROVIDED, HOWEVER, that the above named Surety shall not be liable hereunder for any loss of  
any public fund resulting from the insolvency of any bank or banks in which said funds are deposited;  
and, if this provision shall be held void, this entire bond shall be void.

AND PROVIDED FURTHER, that the Surety may cancel bond at any time during the said term by  
giving to the obligee a written notice of its desire so to cancel and at the expiration of thirty (30) days  
from the receipt of such notice by the obligee the surety shall be completely released as to all liability  
thereafter accruing. If this provision shall be held void, this entire bond shall be void.

WITNESS:

Tamara M. Saulsbury



Tamara M. Saulsbury (Seal)  
(Principal)

Travelers Casualty and Surety Company of America

By: Janece L. Wilhelm  
Janece L. Wilhelm Attorney-in-Fact



## ACKNOWLEDGMENT OF SURETY

State of Wyoming

County of Natrona

On this 03 day of April, 2018, before me a Notary Public in and for the State of Wyoming personally appeared Janece L Wilhelm known to me to be the Attorney-in-fact of the said Surety described in the within instrument and who executed the same and acknowledged to me that he/she executed the same for on behalf of the said Surety.

(Seal)



Diane R. Irwin  
NOTARY PUBLIC

My commission expires 6/11/2021

## OATH OF OFFICE

I do solemnly swear (or affirm) that I will support, obey and defend the constitution of the United States, and the constitution of the state of Wyoming that I have not knowingly violated any law related to my election or appointment, or caused it to be done by others; and that I will discharge the duties of my office with fidelity.

Tamara M. Saulsbury

State of Wyoming

County of Natrona

This Oath of Office was subscribed and sworn to before me by Tamara M. Saulsbury on this 3rd day of April, 2018.

(Seal)



Melinda M. Watts  
NOTARY PUBLIC

My commission expires \_\_\_\_\_

## ACKNOWLEDGMENT OF PRINCIPAL

State of Wyoming

County of Natrona

On this 3rd day of April, 2018, before me a Notary Public in and for the State of Wyoming personally appeared Tamara M. Saulsbury known to me to be the individual of the Principal described in the within instrument and who executed the same and acknowledged to me that he/she executed the same for on behalf of the said Principal.

(Seal)



Melinda M. Watts  
NOTARY PUBLIC

My commission expires \_\_\_\_\_



POWER OF ATTORNEY

Farmington Casualty Company  
Fidelity and Guaranty Insurance Company  
Fidelity and Guaranty Insurance Underwriters, Inc.  
St. Paul Fire and Marine Insurance Company  
St. Paul Guardian Insurance Company

St. Paul Mercury Insurance Company  
Travelers Casualty and Surety Company  
Travelers Casualty and Surety Company of America  
United States Fidelity and Guaranty Company

Surety Bond No. 106899414

Principal: **Tamara M. Saulsbury**  
200 N. Center Street, Ste. 300 CASPER, WY 82601

Obligee: **Natrona County**  
200 North Center Street CASPER, WY 82601

**KNOW ALL MEN BY THESE PRESENTS:** That Farmington Casualty Company, St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company, are corporations duly organized under the laws of the State of Connecticut, that Fidelity and Guaranty Insurance Company is a corporation duly organized under the laws of the State of Iowa, and that Fidelity and Guaranty Insurance Underwriters, Inc. is a corporation duly organized under the laws of the State of Wisconsin (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **Janece L. Wilhelm**, of the City of **Casper**, State of **WY**, their true and lawful Attorney(s)-in-Fact, to sign, execute, seal and acknowledge the surety bond referenced above.

**IN WITNESS WHEREOF**, the Companies have caused this instrument to be signed and their corporate seals to be hereto affixed, this **7th** day of **July**, 2016.

Farmington Casualty Company  
Fidelity and Guaranty Insurance Company  
Fidelity and Guaranty Insurance Underwriters, Inc.  
St. Paul Fire and Marine Insurance Company  
St. Paul Guardian Insurance Company

St. Paul Mercury Insurance Company  
Travelers Casualty and Surety Company  
Travelers Casualty and Surety Company of America  
United States Fidelity and Guaranty Company



State of Connecticut

City of Hartford ss.

By:   
Robert L. Raney, Senior Vice President

On this the **7th** day of **July**, 2016, before me personally appeared **Robert L. Raney**, who acknowledged himself to be the Senior Vice President of Farmington Casualty Company, Fidelity and Guaranty Insurance Company, Fidelity and Guaranty Insurance Underwriters, Inc., St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

**In Witness Whereof**, I hereunto set my hand and official seal.

My Commission expires the **30th** day of **June**, 2021.



  
Marie C. Tetreault, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of Farmington Casualty Company, Fidelity and Guaranty Insurance Company, Fidelity and Guaranty Insurance Underwriters, Inc., St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company, which resolutions are now in full force and effect, reading as follows:

**RESOLVED**, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is


**FURTHER RESOLVED**, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

**FURTHER RESOLVED**, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

**FURTHER RESOLVED**, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, Kevin E. Hughes, the undersigned, Assistant Secretary, of Farmington Casualty Company, Fidelity and Guaranty Insurance Company, Fidelity and Guaranty Insurance Underwriters, Inc., St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which is in full force and effect and has not been revoked.

**IN TESTIMONY WHEREOF**, I have hereunto set my hand and affixed the seals of said Companies this 03 day of April, 2018.

  
Kevin E. Hughes, Assistant Secretary



To verify the authenticity of this Power of Attorney, call 1-800-421-3880 or contact us at [www.travelersbond.com](http://www.travelersbond.com). Please refer to the above-named individuals and the details of the bond to which the power is attached.

## NOTICE OF HEARING

Notice is hereby given of a public hearing on the proposed transfer of funds to supplement the following funds in the amount shown:

FROM:	Balance Sheet Cash Reserve	\$39,800.00
TO:	Commissioners/County Development Contract Labor/Services 7031-005-37	\$39,800.00
FROM:	Unanticipated Revenue	\$203,461.70
TO:	Clerk of Court/District Court Court Commissioner 7942-004-12	\$3,679.50
	Clerk of Court/District Court Court Appointed Attorney 7944-004-12	\$12,115.00
	Commissioners/County Attorney Involuntary Commitment Expenses 7901-005-25	\$17,679.50
	Drug Court Treatment Contract 8120-600-66	\$6,274.40
	Commissioners/General Accounts Litigation/Legal Expense 7922-005-33	\$6,531.80
	Commissioners/General Accounts Professional Services 7061-005-33	\$3,000.00
	Commissioners/Projects/Grants WY Business Council Grant 9274-005-34	\$154,181.50

The said hearing will be held at the County Commissioners meeting room, Natrona County Courthouse 200 North Center, Casper, Wyoming on the 17<sup>th</sup> day of April 2018 at 5:30 p.m. at which time any and all persons interested may appear and be heard respecting such transfer of funds. Dated at Casper, Wyoming, this 17<sup>th</sup> day of April 2018

BOARD OF COUNTY COMMISSIONERS  
NATRONA COUNTY, WYOMING  
John Lawson, Chairman

ATTEST:

Renea Vitto, County Clerk

Publish: April 16, 2018

## RESOLUTION NO. 10-18

**WHEREAS**, certain offices and departments of Natrona County have received unanticipated revenue or need to transfer funds from one line item to the other in the fiscal year ending June 30, 2018; and

**WHEREAS**, it is proposed to make transfers of funds to supplement the following funds; and

**WHEREAS**, no protests were received regarding such transfer.

**NOW THEREFORE**, in consideration of the premises, be it resolved that the transfer be approved as follows:

FROM:	Balance Sheet Cash Reserve	\$39,800.00
TO:	Commissioners/County Development Contract Labor/Services 7031-005-37	\$39,800.00
FROM:	Unanticipated Revenue	\$203,461.70
TO:	Clerk of Court/District Court Court Commissioner 7942-004-12	\$3,679.50
	Clerk of Court/District Court Court Appointed Attorney 7944-004-12	\$12,115.00
	Commissioners/County Attorney Involuntary Commitment Expenses 7901-005-25	\$17,679.50
	Drug Court Treatment Contract 8120-600-66	\$6,274.40
	Commissioners/General Accounts Litigation/Legal Expense 7922-005-33	\$6,531.80
	Commissioners/General Accounts Professional Services 7061-005-33	\$3,000.00
	Commissioners/Projects/Grants WY Business Council Grant 9274-005-34	\$154,181.50

**DATED** this 17<sup>th</sup> day of April 2018

**BOARD OF COUNTY COMMISSIONERS  
NATRONA COUNTY, WYOMING**

---

John Lawson, Chairman

**ATTEST:**

---

Renea Vitto, County Clerk

# Memorandum

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**To:** Renea Vitto/County Clerk  
**CC:** County Commissioner's, Tom Doyle, Treasurer  
**From:** Tracy Good/Chief Deputy County Clerk  
**Date:** 4/12/2018  
**Re:** Transfer of Funds



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Please do the following transfers:

FROM: Balance Sheet Cash Reserve \$ 39,800.00

TO: Commissioners/County Development  
Contract Labor Services  
7031-005-37 \$ 39,800.00

This is for participation in the 2017 Natrona Regional Geospatial Cooperative Control Network Modernization.

FROM: Unanticipated Revenue \$157,181.50

TO: Commissioners/General Accounts  
Professional Services  
7061-005-33 \$ 3,000.00

This is funding for a 1% survey that the City of Casper is conducting.

TO: Commissioners/Projects/Grants  
WY Business Council  
9274-005-34 \$154,181.50

This is reimbursement from the City of Casper for their 1% allocation to the Casper Mountain Biathlon Club.

Thank you.





CASPER  
200 PRONGHORN  
CASPER, WY 82601  
P: 307-266-2524

February 8, 2018

Ms. Trish Chavis  
Natrona County Planning and Development  
200 North Center St.  
Room 202  
Casper, Wyoming 82601

**RE: Price Proposal for Professional Services –  
2017 Natrona Regional Geospatial Cooperative Control Network Modernization  
County Portion**

Ms. Chavis & Selection Committee:

This price proposal is based upon the scope of work stated in the Request for Proposals for Professional Services for the 2017 Natrona Regional Geospatial Cooperative Control Network Modernization Project, and Addendum No. 1. The fees for this project are derived from the attached 2017 Fee Schedule.

Our fee for providing the stated scope of services is as follows.

TASK	DESCRIPTION	ESTIMATED COST
1	Observe 18 Natrona County/NGS-WYDOT Control Monuments – Phase II	\$29,700.00
2	Post Process/Report for 18 Natrona County/NGS-WYDOT Control Monuments – Phase III	\$10,100.00
	<b>TOTAL</b>	<b>\$39,800.00</b>

The total fee of \$39,800.00 is a not-to-exceed value. We will submit an invoice, payment voucher, and Invoice Cover Sheet monthly based upon the actual time and materials expended.

In the event that the County significantly modifies the scope of work and/or the schedule, we will request an adjustment to our agreement. We look forward to working with the County on this project. Please feel free to contact us with any questions.

Cash Sale

COUNTY OF NATRONA  
200 N. Center  
Casper, WY 82601  
3072359470

Invoice Number: 0095719-CA  
Invoice Date: 2/9/2018  
Salesperson: HLL  
Tax Schedule:

CITY OF CASPER

Customer Number: CASH

Customer P.O.:

Ship VIA:

Contact:

Terms: NO TERMS

Item Code	Description	UM	Quantity	Price	Amount
6595	CITY OF CASPER - BIATHLON FACI	EACH	1.000	154,181.500	154,181.50
<del>5374</del>	<del>STATE OF WY - DOT TAP GRANT</del>	<del>EACH</del>	<del>1.000</del>	<del>100,988.320</del>	<del>100,988.32</del>

Net Invoice: 264,169.82  
Freight: 0.00  
Sales Tax: 0.00  
Invoice Total: 264,169.82

# MEMORANDUM

TO: BOARD OF COUNTY COMMISSIONER  
FROM: ERIC K. NELSON – NATRONA COUNTY ATTORNEY *Ekan*  
SUBJECT: TRANSFER OF FUNDS  
DATE: MARCH 14, 2018

Monies received from Out of County Involuntary Commitments.  
Fiscal Year to Date – October 21, 2017 through March 14, 2018  
Please transfer the following funds from Unanticipated Revenue to:

Natrona County	<u>Clerk of District Court</u>		<u>Legal Department</u>
	Court	Court Appointed	
	Commissioner #7942-004-12	Attorney #7944-004-12	#7901-005-25
Carbon	\$ 135.00	\$ 250.00	\$ 335.00
Converse	\$ 662.50	\$ 2,205.00	\$ 3,662.50
Converse	\$ 387.00	\$ 1,250.00	\$ 2,187.00
Crook	\$ 45.00	\$ 245.00	\$ 245.00
Crook	\$ 32.50	\$ 250.00	\$ 232.50
Fremont	\$ 185.00	\$ 490.00	\$ 785.00
Fremont	\$ 152.50	\$ 500.00	\$ 552.50
Laramie	\$ 12.50	\$ 245.00	\$ 212.50
Laramie	\$ 75.00	\$ 250.00	\$ 275.00
Niobrara	\$ 90.00	\$ 245.00	\$ 290.00
Park	\$ 392.50	\$ 1,225.00	\$ 1,792.50
Park	\$ 492.50	\$ 1,250.00	\$ 2,092.50
Weston	\$ 80.00		\$ 280.00
Weston	\$ 192.50	\$ 750.00	\$ 992.50
State of WY	\$ 615.00	\$ 1,960.00	\$ 2,815.00
State of WY	\$ 130.00	\$ 1,000.00	\$ 930.00
TRANSFER AMOUNTS	\$ 3,679.50	\$ 12,115.00	\$ 17,679.50

Tracy Good

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**From:** Eric Fernelius <efernelius@natronacountydrugcourt.com>  
**Sent:** Tuesday, March 20, 2018 10:13 AM  
**To:** Tracy Good  
**Subject:** amendment  
**Attachments:** Amendment.pdf



Tracy

The amendment to my contract is attached. Please add \$6,274.40 to line #8120-600-66, Treatment Contract.

Please contact me if you have questions.

E

**AMENDMENT ONE TO THE CONTRACT BETWEEN  
WYOMING DEPARTMENT OF HEALTH, BEHAVIORAL HEALTH DIVISION  
AND  
NATRONA COUNTY COURT SUPERVISED TREATMENT PROGRAM ADVISORY  
COMMITTEE AS GOVERNING BODY FOR THE NATRONA COUNTY COURT  
SUPERVISED TREATMENT PROGRAM**

1. **Parties.** This Amendment is made and entered into by and between the Wyoming Department of Health, Behavioral Health Division (Agency), whose address is: 6101 Yellowstone Road, Suite 220, Cheyenne, Wyoming 82002 and Natrona County Court Supervised Treatment Program Advisory Committee as Governing Body for the Natrona County Court Supervised Treatment Program (Contractor), whose address is: 200 North Center Street, Casper, Wyoming 82602. This Amendment pertains to the Mental Health and Substance Abuse section of the Agency.
2. **Purpose of Amendment.** This Amendment shall constitute the first Amendment to the Contract between the Agency and the Contractor. The purpose of this Amendment is to: a) increase the original Contract amount by six thousand, two hundred seventy-four dollars and forty cents (\$6,274.40); and b) update the Contract deliverables.

The original Contract, dated May 15, 2017, required the Contractor to provide substance abuse treatment services, as a sentencing alternative, in accordance with the Court Supervised Treatment Programs Act, Wyo. Stats. §§ 7-13-1601 through 1616, including all current state rules and regulations and Agency's policies and procedures for a total Contract amount of four hundred eleven thousand, six hundred five dollars and four cents (\$411,605.04) with an expiration date of June 30, 2018.

3. **Term of the Amendment.** This Amendment shall commence upon the date the last required signature is affixed hereto, and shall remain in full force and effect through the term of the Contract, as amended, unless terminated at an earlier date pursuant to the provisions of the Contract, or pursuant to federal or state statute, rule or regulation.
4. **Amendments.**
  - A. The second sentence of Section 4 of the original Contract is hereby amended to read as follows:  
  
"Total payment under this Contract shall not exceed four hundred seventeen thousand, eight hundred seventy-nine dollars and forty-four cents (\$417,879.44)."

# MEMORANDUM

**TO:** BOARD OF COUNTY COMMISSIONERS – RENE VITTO  
**FROM:** ERIC K. NELSON  
NATRONA COUNTY ATTORNEY *Ben*  
**SUBJECT:** TRANSFER OF FUNDS  
**DATE:** FEBRUARY 26, 2018

Please transfer the following funds from

Unanticipated Revenue to:

- 7922-005-33 – Litigation Expenses \$ 6,531.80
  - Monies refunded from Wyoming Association of Risk Management for Litigation Expenses.

9869

# Wyoming Association of Risk Management

P.O. Box 427  
Cheyenne, WY 82003  
307-433-9400

## usbank.

99-7011/3070

2/20/2018

PAY TO THE  
ORDER OF Natrona County

\$ \*\*6,531.80

Six Thousand Five Hundred Thirty-One and 80/100\*\*\*\*\*

DOLLARS

Natrona County WY  
200 N. Center, Suite 300  
Casper, WY 82601

Wyoming Association of Risk Management



*Eric Nelson*  
AUTHORIZED SIGNATURE

MEMO

Legal Reimbursement

⑈009869⑈ ⑆307070115⑆ 147497000645⑈

## Wyoming Association of Risk Management

9869

Natrona County

Date Type Reference  
2/20/2018 Bill 27165NC-Sparks

Original Amt.  
6,531.80

Balance Due  
6,531.80

2/20/2018

Discount

Payment

6,531.80

Check Amount

6,531.80

U.S. Bank

Legal Reimbursement

6,531.80

**Cash Sale**

COUNTY OF NATRONA  
200 N. Center  
Casper, WY 82601  
3072359470

Invoice Number: 0095866-CA

Invoice Date: 2/26/2018

Salesperson: TRD

Tax Schedule:

WARM (Wy Assoc of Risk Mgt)

Customer Number: CASH

Customer P.O.:

Ship VIA:

Contact:

Terms: NO TERMS

Item Code	Description	UM	Quantity	Price	Amount
6299	MISCELLANEOUS-COMMISIONERS		1.000	6,531.800	6,531.80
	ck 9869 Legal Reimb 37165NC-Sparks				

Net Invoice:	6,531.80
Freight:	0.00
Sales Tax:	0.00
<b>Invoice Total:</b>	<b>6,531.80</b>